Letter confirming unsuccessful completion of probationary period

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

When you commenced employment with us on *[insert date]* in the role of *[insert job title]* you were informed that your employment was subject to the satisfactory completion of a probationary period.

We met on *[insert date]* to discuss your performance during the probationary period and I explained to you that, unfortunately, you have not reached the standards we require to demonstrate your suitability for the role.

It is with regret that I confirm your probationary period ends on *[insert date]* and your employment will therefore terminate on this date.

During your employment, we processed your personal data for the reasons set out in the employee privacy notice which was made available to you. After the termination of your employment, we will continue to process your personal data as per the retention periods in the privacy notice but the reason for processing will change. We will continue to process it for the purposes of *[insert reason]*.

I will arrange for any outstanding wages and accrued holiday pay to be sent to you under separate cover together with your P45. On your last day of employment you must ensure to return all company property that is in your possession including *[insert items here – e.g. mobile phone, keys, laptops]*.

I wish you all the best for the future.

Yours sincerely,

*[Insert name]*

*[Insert job title]*