

*[Company Letterhead]*

Date: [DD Month YYYY]

Ref: [HR/PROB/\_\_\_\_\_]

[Employee Full Name]

[Designation] (Probationer), [Department]

[Employee Address]

**Subject: Termination of employment during the probationary period**

Dear [Mr/Ms Last Name],

You were appointed to the post of **[Designation]** by letter dated [date], on a probationary period of [six] months commencing [start date], during which either party could terminate the employment on [two weeks'] notice or payment in lieu, as stated in clause [x] of that letter.

Your performance and suitability for the post were reviewed on [date(s)] and discussed with you on [date(s)], when the areas requiring improvement were explained. Regrettably, the required standard has not been met, and the Company has decided not to confirm you in the post.

Your employment will end on **[Effective Date]**. [You are not required to work the notice period and will be paid [two weeks'] salary in lieu of notice.] Your final settlement will include salary to that date, [payment in lieu of notice], and any accrued leave due in terms of section 6(6) of the Shop and Office Employees Act. EPF and ETF contributions to the date of termination will be remitted and the relevant forms issued.

Please return all company property to [name] by [date]. A certificate of service will be issued on request. We thank you for your contribution and wish you well.

Yours faithfully,

.....

**[Name of Authorised Signatory]**

[Designation]

[Company Name] [Company Seal]

Received by: ..... Date: .....