

[Print on Employer's Letterhead] [Company Name and Address]

Private and Confidential

<< Employee's Name >>
<<Address>>
<< Address >>
<<Postcode>>

<<Date>>

Dear <<name of employee>>,

As you know from your offer of employment dated <<insert date>> and your contract of employment with <<Company name>> ("the Company") is subject to successful completion of a <<one/two/three/six/other>> month probationary period.

We have carefully monitored your performance during your probationary period and we are now writing to advise you that, unfortunately, the Company has taken the decision to terminate your contract for the following reasons:

<<List reasons for dismissal i.e. employee's performance during the probationary period>>

You are entitled to receive <<number of weeks>> (s)]>> notice of termination of your employment. You <<[are/are not] your notice period and so the date of termination of your employment will be <<date>>

Your P45 will be sent to you shortly following:

- (a) All pay up to and including the date of termination of your employment;
- (b) [Notice pay (*only if employee is entitled to notice period*)]; [and]
- (c) [Accrued holiday pay (*if applicable*)];

You have the right to appeal against this decision by writing to <<name>> at the above address within <<number>> working days of the date of this letter. The reasons for your appeal.

Yours sincerely,

<<Name and Title>>
For and on behalf of <<Company Name>>