**LETTER OF DISMISSAL AFTER UNSATISFACTORY PROBATIONARY PERIOD**

Dear [NAME],

**Termination of employment**

I refer to our recent meeting and confirm that your employment is being terminated on the grounds that you have failed to satisfactorily complete your probationary period.

As discussed with you at the meeting, this is because [REASONS].

You have the right to appeal against your dismissal. If you wish to appeal, you should write to me within the next 7 days setting out your reasons.

The following arrangements apply with immediate effect (but may be varied or revoked in the event of a successful appeal):

(a) Your final day of employment shall be [DATE]. You will be paid up to that date together with any notice that is due to you and any accrued holiday entitlement.

(b) You must return any Company property in your possession before the termination of your employment.

We shall forward your P45 to you in due course.

If you have queries about the contents of this letter please do not hesitate to contact me.

Yours sincerely,

[NAME]