**Sample Letter of Termination of Employment DURING PROBATION**

Date

Name

Address

Address

Dear Name

Re: Confirmation of the termination of your employment within the probationary period

I refer to the meeting on [date] between [names] which was held to discuss matters relating to your performance during your employment with [TAFE].

As set out in your contract of employment dated [date], your employment was subject to a six (6) month probationary period. During this probationary period your suitability and performance in the role of [job title] was assessed.

I write to confirm the termination of your employment effective close of business [date], which is within your probationary period. The decision to terminate your employment has been made on the basis that your overall performance and suitability for the role has not met with [TAFE’s] expectations.

Your final payment will be transferred into your bank account overnight [date], and shall include:

* One (1) weeks’ pay in lieu of notice (ie you are not required to work out your period of notice).
* All accrued untaken annual leave.
* Any approved expenses that are outstanding.

[TAFE] take this opportunity to remind you of the obligations and undertakings on your part regarding confidentiality and the return of [TAFE] property (if applicable).

It is regretted that [TAFE] have had to take this action, however please accept our best wishes in your future endeavours.

Yours sincerely,

Human Resources