

INSERT COMPANY NAME

Insert Date

Insert Employee Name

Insert Employee Address

Dear Insert Employee Name

We refer to our meeting with you on [Click here to enter a date..](#)

The purpose of this letter is to confirm [REDACTED] with Insert Company Name, [REDACTED].

As set out in your contract dated [Click here to enter a date.](#), your employment was subject to an initial probationary period of six months. During your probationary period your [REDACTED].

Insert Company Name has therefore [REDACTED]. The decision to [REDACTED].

[REDACTED], you will be paid the following amounts:

- Insert Amount, being 1 weeks' pay in lieu of notice; and
- Insert Amount, being pay in lieu of [REDACTED].

Please arrange for all company property in your possession, custody or control to be returned to me by [Click here to enter a date.](#)

I take this opportunity to remind you of your [REDACTED].
[REDACTED].

** For further details you will need to purchase the document*