

# PROBATION LETTER

## Probation Letter

[YOUR NAME]  
HR Manager  
[YOUR COMPANY EMAIL]

June 1, 2050

Mr. David Alvarez  
Process Associate  
alvarez@armspy.fict

Dear Mr. Alvarez,

We address this letter in less than enthusiastic circumstances. We find it imperative to inform you that your performance and conduct at work have been far from satisfactory and are not up to the standards expected at [YOUR COMPANY NAME].

Despite various warnings and performance counseling, we have not noticed a significant improvement in your job performance. The management has thus decided to place you on a probationary period, effective immediately upon receipt of this letter.

The probation period will last **until June 30, 2050**. During this time, we will closely monitor your performance, behavior, and improvements, if any. Failure to achieve satisfactory improvements may lead to severe disciplinary action, up to and including termination of your employment.

Please understand that this step is necessary to improve the work environment and productivity at [YOUR COMPANY NAME]. Should you need clarity over any aspect of this letter, feel free to contact the HR department.

We hope to see marked improvements in your conduct and performance during this probationary period.

# Sample Probation Character Letter

**Clyde Roark Hoey**



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