

Notice of Probation

Employee Name: _____

You have received earlier warnings of unsatisfactory performance or violation of our personnel rules. We do everything possible to retain good employees, but when poor performance continues or repeated violations occur, we usually have no other choice but to dismiss the employee.

However, we do want to give you one final opportunity to prove your value to our company. With that objective, we are placing you on a _____-month probation. If your performance during this probationary period continues to be unsatisfactory, we shall have no alternative but to terminate your employment.

Please accept this as a chance to prove to both yourself and us that our confidence in you was justified. Please review your employment record to clarify the conditions of probation. We want to help you improve your performance in any way possible.

Employee Name

Date

Employee Signature

Witness