Issuance Date: 07-05-18

**Discontinuation during Probationary Employee**

Dear Miss ABC,

We recognize and appreciate the effort you invested in your position during your probationary period. Regrettably, your results have not met company expectations. This letter has been written to advise you that your employment with Resourceinn is going to be discontinued effective by 12-05-18.

We wish you all the best in your future endeavors.

Sincerely,

Human Resource Department CC: Managing Director