**Early Probation Termination Letter Sample**

Fredrick Kilian

100 Main Street

New Parkland, CA, 91010

September 1, 2014

Anne Hester

Manager of Human Resources, Kelco Incorporated

100 Broadway Lane

New Parkland, CA, 91010

Dear Ms. Hester,

On June 1, 2014, I was placed on a six-month employment probation period due to my lackluster productivity and my persistent habit of calling in for unscheduled time off. Over the past three months, I have taken accountability for my actions and have significantly improved my performance. Therefore, I request that I be removed from the probation program early and be reinstated with full employment privileges.

My manager, Thompson Holt, has had nothing but praise for my turnaround and has offered to submit a letter of recommendation to you, if that is something that you require. I would also be willing to have a face-to-face meeting with yourself and any other member of management to discuss my recent performance and my change in attitude.

Putting my job in jeopardy was an immature thing to do. It harmed the company and it harmed the impression that the company has of me. I realize my mistakes, take full ownership of them and have worked hard to resolve them.

Please contact me at 555-432-5443 or email me at fkilian@email.com to discuss this further and set up a personal meeting at your convenience.

Sincerely Yours,

Fredrick W. Kilian