

# LETTER 1 TO EMPLOYEE RE FIRST PROBATION REVIEW

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

On behalf of the Council, I would like to welcome you to the team.

As I explained at our induction meeting, the first 6 months with the Council are your probation period. The purpose of a probation period is to give the Council the opportunity to assess a new employee’s suitability in the role they have been appointed to and for the employee to demonstrate their ability to effectively perform their duties and demonstrate the standard of performance, conduct, timekeeping, sickness absence and attendance that we expect.

During your probation period we will meet at 2 months and 4 months to formally review your progress against the requirements of your job and also your conduct, timekeeping, sickness absence and attendance.

In order to minimise unnecessary formality and apprehension, the electronic, audio or video recording by any device of such meetings will not be permitted. Should you think that there are exceptional circumstances where this should be allowed (for instance, due to a disability) this should be raised in advance with the person due to conduct the meeting, the chair of the hearing or the relevant HR Adviser. Due consideration will then be given to your request and you will be advised of the outcome of that consideration.

Where the nominated note taker at meetings and/or hearings associated with the process feels it is necessary to make an audio recording in order to support with the preparation of the notes, the requirement to make the recording will be clarified with all present at the start of the meeting.

Any training and support required will be in place to assist you in reaching the required standard and our review meetings will provide an opportunity to identify any further training or support you may need.

Our first formal review meeting will be held on (*insert date, time, location)* and if there is any further help or assistance either I or the Council can provide in the meantime, please let me know.

Yours sincerely

Manager