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# LETTER 8 OUTCOME OF FINAL PROBATION REVIEW –EXTENSION

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

I am writing to confirm the discussions of our final Formal Probation Review meeting held on *(date, location*).

At our meeting I advised you that it is a requirement of the Council’s Probation Policy that employees meet a satisfactory level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* in their role. At the present time you are not meeting the level required in *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* and as a result of this shortfall I am unable to confirm you in your post.

I believe that with some additional training/support you will achieve these standards in the near future. I have therefore decided to extend your probation period (*time period -* *up to three months).* I will meet with you at the end of the extension period to review progress. If your *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* is acceptable you will be confirmed in your post. If progress is not acceptable, then the potential outcome could be dismissal.

Please do not hesitate to contact me if you have any queries regarding the contents of this letter 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