#

# LETTER 10 OUTCOME OF PROBATION HEARING

**PRIVATE & CONFIDENTIAL**

Dear

**PROBATION HEARING**

I am writing to confirm the outcome of the Probation Hearing held on **(*date*)** at ***(location)*** which I chaired.

Present at the Hearing were ***(Name/designation of attendees)***

The purpose of the Hearing was to consider and seek your explanation in respect of identified concerns in your performance and unsatisfactory completion of your probationary period.

Having carefully considered all of the evidence presented at the Hearing in respect of the identified performance concerns, namely ***(outline specific concerns and support provided)*** my decision in relation to this matter is as follows.

***(Select Outcome 1, 2 or 3, below)***

**Outcome 1**

I believe your ***(performance/conduct/timekeeping/ sickness absence/attendance - delete as appropriate)*** in your role meets the standards expected by the Council at this stage in your employment. Your appointment will, therefore, be confirmed.

**Outcome 2**

I believe that with some additional training/support you will achieve the required standards of performance in the near future and therefore an extension to your probation period (*time period -* *up to 3 months).* I will meet with you at the end of the extension period to review progress; if this is acceptable you will be confirmed in post, if progress is not acceptable, then the potential outcome will be dismissal.

**Outcome 3**

I believe you have been given full opportunity to reach the required level of performance and have failed to do so. Your employment will, therefore, be terminated by due notice. In line with the Council’s Probation Procedure, you are issued with one month’s paid notice and therefore your employment with Lincolnshire County Council will end on ***(date*).** You **(*are/are not - delete as required)*** required to work your notice. You have a right of appeal against the decision to terminate your employment. Should you wish to exercise this right you should do so by writing to ***(Name/address of HR Adviser)*** within 10 working days of receipt of this letter.

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

Yours sincerely

Manager