#

# LETTER 12 EXTENSION TO PROBATION PERIOD DUE TO ABSENCE THROUGH ILLNESS

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

I am sorry to hear that you are unwell and will be absent from work for some time.

As you know, the Council operates a 6 month probation period in order to ensure that new employees to the Council have the opportunity to become familiar with the main duties and tasks of their post and to demonstrate the standards of performance, conduct, timekeeping, sickness absence and attendance required. It also gives us the opportunity to assess your suitability as a permanent member of staff and for you to demonstrate your ability to effectively and efficiently perform your duties.

As it will be difficult for you to have the opportunity to fully prove your capability during your first 6 months of employment, I am proposing that we extend your probation period for a further 3 months.

I hope that this will alleviate any pressure you might be feeling regarding this element of your employment. I would also like to take this opportunity of wishing you a speedy recovery.

Yours sincerely

Manager