# LETTER 1 TO EMPLOYEE RE FIRST PROBATION REVIEW

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

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

As I explained at our induction meeting, during the first (6 or 12….delete as applicable) months of your employment you will be subject to a probation period. The purpose of a probation period is to give the us the opportunity to assess your suitability in the role you have been appointed to and for you to demonstrate your ability to effectively perform your duties and demonstrate the required standard of performance, conduct, timekeeping, and level of attendance that we expect.

During your probation period we will meet at 2 months and 4 months (include 8 and 12 months for 12 month probationary periods) to formally review your progress against the requirements of your job and also your conduct, timekeeping, sickness absence and level of attendance.

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 Authority can provide in the meantime, please let me know.

Yours sincerely