# LETTER 2 ADVISING OF OUTCOME OF FIRST FORMAL REVIEW MEETING –SATISFACTORY PROGRESS

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**FIRST PROBATION REVIEW MEETING**

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

At our meeting I advised you that you had achieved the required standards I expect you to have reached in performing the duties of your role and for your conduct, timekeeping, sickness absence and level of attendance.

I am very pleased with your progress to date; however, I do expect you to maintain this standard of performance throughout the remainder of your probation period.

We will meet for a Final/Further (delete depending on whether it’s a 12 month or 6 month review) Probation Review meeting on (*date, time, and location*).

Congratulations on your progress so far and please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely