# LETTER 3 ADVISING OF OUTCOME OF FIRST FORMAL REVIEW MEETING – UNSATISFACTORY PROGRESS

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**FIRST FORMAL PROBATION REVIEW MEETING**

I am writing to confirm the discussions of our first formal probation review meeting held on *(date, location*).

I explained to you at our meeting that your *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)* is/are unsatisfactory and that I have the following concerns:

* *(list areas of concern with specific examples and how does not meet the required standard(s))*

We discussed the level of *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)* I expect you to reach and in order to support you to meet the required level, we have agreed the following:

* *(list specific actions agree, e.g. training, extra supervision, what the employee needs to do, how and when you are going to measure performance)*

I am enclosing the action plan to be put in place in order to support you in meeting these expectations.

I am satisfied that having discussed these concerns with you, explained the standards required and having an agreed action plan in place, you have the framework and support to help you achieve the required standard/level of *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)*. However, I must remind you that failure to meet the required standards by our next formal probationary meeting may result in an extension to your probation period or dismissal.

We have agreed to meet to review your progress *(at, date, location*), however, if there is any further help or assistance that either I or the Authority can provide during this time, you must let me know.

Yours sincerely