# LETTER 4 TO EMPLOYEE RE PROGRESS REVIEW – IMPROVEMENTS MADE

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**PROBATION REVIEW: REVIEW MEETING**

Following our meeting held on (*date)* to review progress against the performance development /action plan put in place to address concerns regarding your *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)* in your role, I am pleased to confirm that you have now achieved the required standard/level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)*.

We will meet for a Final/Further (delete as applicable depending on 6 or 12 month probationary period) Probation Review Meeting on (*date, time, and location*) to review your continued progress. I must remind you that failure to maintain your improved performance by our next meeting may result in an extension to your probation period or dismissal.

I am pleased to acknowledge the commitment you have shown in achieving the improvement plan and reiterate that you must consistently continue to perform at this required standard/attendance level.

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

Yours sincerely