# LETTER 5 TO EMPLOYEE RE INFORMAL STAGE REVIEW – NO IMPROVEMENTS MADE

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**PROBATION REVIEW: REVIEW MEETING**

Following our meeting held on (*date)* to review progress against the 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 disappointed that you have failed to make adequate progress against the action plan.

The specific concerns:

* *(list concerns with specific examples of where performance falls short)*

We will continue to review your progress against the action plan and if there are any other areas you have identified where we can offer you additional support or training you must let me know.

We will meet for a Final Probation Review Meeting/Further Review Meeting on (*date, time, and location*) to review your continued progress. I must remind you that failure to have improved your *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)* may result in an extension to your probation period or dismissal.

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

Yours sincerely