# LETTER 6 INVITE TO FINAL REVIEW MEETING

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**FORMAL PROBATION REVIEW MEETING**

Further to our recent discussions regarding your performance, I am writing to arrange a meeting to discuss the/these issue(s) under the formal stage of the Managing Probationary Employees Policy & Procedure (copy enclosed). The purpose of the meeting will be to further discuss specifically, xxxx e.g. your attendance record, (sickness and other absence), as well as other matters discussed during our probationary meeting on 00/00/00 and how this action may impact on your employment with the Authority.

The meeting has been arranged for 00/00/00, at X , in X. In attendance at the meeting with myself will be (HR Advisor). You may wish to be accompanied at this meeting by a recognised trade union representative, or a work colleague.

There are a number of possible outcomes from this meeting, as follows:

• The issues raised do not present as major concerns, and no further action will be taken.

• The issues presenting are a cause for concern, and your probationary period will be extended to allow sufficient time for the situation to be monitored for an improvement in performance.

• The issues presenting are of such a serious nature that the decision will be made to progress to a probationary hearing meeting to discuss your termination of employment.

I should be grateful to receive your confirmation of attendance at your earliest opportunity.

If you are unable to attend this meeting you must advise me of the reasons as soon as possible. Failure to attend without good reason may result in a decision being taken in your absence.

Should you require any further clarification as regards this matter please do not hesitate to contact either myself or X on X

Yours sincerely