# LETTER 7 OUTCOME OF FINAL PROBATION REVIEW – CONFIRMED IN ROLE

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

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

At our meeting I was delighted to advise you that you had attained the standard required in your role. You will therefore satisfactorily complete your six/twelve (delete as applicable) month probation period.

Your performance will now be discussed and monitored as part of regular 1:1s and supervisions in addition to the appraisal processes.

Congratulations once again.

Yours sincerely