# LETTER 8 OUTCOME OF FINAL PROBATION REVIEW –EXTENSION

**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 advised you that it is a requirement of the Council’s Probation Policy that employees meet a satisfactory level of *(performance/conduct/timekeeping/ sickness absence/attendance levels delete as appropriate)* in their role. At the present time you are not meeting the level required in *(performance/conduct/timekeeping/ sickness absence/attendance level delete as appropriate)* and as a result of this shortfall I am unable to confirm you in your post.

During the course of the meeting, you were given ample opportunity to respond to concerns of underperformance and concerns about your attitude/behaviour that were highlighted/brought to your attention during your weekly/monthly review meetings (insert some examples). It should also be noted that ...............

At your weekly/monthly review meetings, you have been set a number of agreed actions to support you to improve your performance/attendance (insert reference to whether going well, what feedback had from employee about these action points)

We agreed in today’s meeting that whilst there had been some improvement, this was not yet up to the acceptable level as reflected in today’s probation review assessment. In particular, we discussed that ................

In our meeting today, I drew your attention to the Probation policy, and read aloud paragraph x which explains the process to be followed should performance and/or conduct not improve despite appropriate support and opportunity to improve.

I believe that with some additional training/support you will achieve these standards in the near future. I have therefore decided to extend your probation period (*time period -* *up to three months).* I will meet with you at the end of the extension period to review progress. If your *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* is acceptable you will be confirmed in your post. If progress is not acceptable, then the potential outcome could be dismissal.

I trust you will accept the probation extension to be a positive support measure which will be of assistance to you in fulfilling your potential within the role. I would also hope and expect you, to demonstrate a genuine commitment to (the job/qualification)

Please do not hesitate to contact me if you have any queries regarding the contents of this letter and if there is any further help or assistance either I or the Council can provide in the meantime, please let me know.

Yours sincerely