# LETTER 9 OUTCOME OF FINAL PROBATION REVIEW – FORMAL PROBATION HEARING

**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 achieve a satisfactory level of performance in *(performance/conduct/timekeeping/ sickness absence/attendance level delete as appropriate)* in their role.

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)

As you are aware, I consider your *(performance/conduct/timekeeping/ sickness absence/attendance level delete as appropriate)* as unsatisfactory and as a result of this shortfall I am unable to confirm you in your post.

I am therefore inviting you to a meeting to be held on *(date, location)* with *()* *Departmental Head of Service or his/her nominated representative* to discuss your continued employment. As this is a formal meeting which may result in your dismissal you have the right to be accompanied by a work colleague or recognised trade union representative. Also present will be (*name*) HR Adviser

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

Yours sincerely