# LETTER 10 OUTCOME OF DISMISSAL MEETING

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear

**FORMAL PROBATION HEARING**

I am writing to confirm the outcome of the Formal Probation Hearing held on (*date*) which was chaired by xxx. Also present was (*name*) your work colleague or (name) Trade union representative and (*name*), HR Adviser.

The purpose of the meeting was to discuss your failure to meet the standards necessary to satisfactorily complete your probation period.

* *(outline specific concerns and support provided)*

Having considered the evidence provided at the hearing, I decided that that there is no case to answer and that your *(performance/conduct/timekeeping/ sickness absence/attendance level delete as appropriate)* in your role meets the required standards expected by the Council at this stage in your employment and you will be confirmed in role.

Or

Having considered the evidence provided at the hearing, I decided that I believe that with some additional training/support you will achieve these standards in the near future, we therefore agreed to an extension to your probation period (*time period -* *up to 3 months).* I will meet with you at the end of the extension period to review progress; if this is acceptable you will be confirmed in post, if progress is not acceptable, then the potential outcome will be dismissal.

Or

Having considered the evidence provided at the hearing, I decided that you have been given full opportunity to reach the required level of performance and have failed to do so. My decision is therefore that you are dismissed.

In line with the Council’s Probation Procedure, you are issued with one weeks notice from the date of the hearing and therefore your employment with Carmarthenshire County Council will end on *(date*). You (*are/are not delete as required)* required to work your notice.

In reaching this decision the probationary panel considered the following:

• The seriousness of the issues presented

• Whether the proposed outcome is reasonable, bearing in mind the circumstances.

You are required to hand in all Carmarthenshire County Council property that you may have in your possession before xxxxx. This will include all documents (including all copies), software, hardware, keys, ID badge, and any other property belonging to the Authority.

You have the right of appeal against the decision and you should do this by writing to *(INSERT NAME)* Departmental Director within 14 calendar days of the date of this letter. Please be advised that you should state your grounds of appeal and provide full details.

If you have any questions about this letter, please contact the officer on the above extension.

Yours sincerely

Signatory - If Dismissal - Mr Paul R Thomas

Signatory - If no case to answer or extension – Panel Chair