**INVITE TO PROBATIONARY REVIEW MEETING/ADDITIONAL/FINAL PROBATIONARY REVIEW MEETING**

Dear

**Invite To Probationary Review Meeting/Additional/Final Probationary Review Meeting** *(delete as applicable)*

I would like to invite you to attend a meeting as part of the formal review process to discuss your progress during your probationary period.

**OR**

Following our meeting on <<insert date>> where your on-going progress during your probation period was discussed, I would now like to invite you to attend a further formal meeting.

This meeting will take place as follows:

 Date: <<insert date>>

 Time: <<insert time>>

 Venue: <<insert venue>>

The purpose of the meeting is to discuss how you are progressing against the *objectives / targets / agreed action plan <<detail specifics as required>>* and review what future support or action may be required.

***Delete if not applicable***As this will be your final review meeting, you need to be aware that confirmation of your employment will be subject to your demonstration that you have attained and can sustain the required *improvements/objectives/targets/actions <<detail specifics as required>>.* Therefore, should it be felt that you have not achieved the *required standards/performance improvements* during your formal probationary period this could result in you being required to attend a probationary hearing at which the continuance of your employment with the Trust will be discussed.

***Delete if not applicable***You need to be aware that, subject to your demonstration that you have attained and can sustain the required *improvements / objectives / targets / actions (detail specifics as required),* it may be felt necessary to commence formal proceedings under the Managing Employee Performance Policy

If you are unable to attend, I would appreciate it if you could let me know as soon as possible so that an alternative date can be arranged. In the meantime, if you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely

Line Manager

cc Employee Relations Team

# SUCCESSFUL COMPLETION PROBATIONARY PERIOD

Dear

**Successful Completion Probationary Period**

Following your discussion with <<insert name>> on <<insert date>>, I am writing to confirm that you have successfully completed your probationary period of employment.

Your terms and conditions of employment remain the same, as set out in your statement of particulars dated <<insert date>>.

We would like to take this opportunity to thank you for your contribution during your first six months and hope that you continue to enjoy working in the <<insert unit/ward name>>.

If you have any queries relating to your terms and conditions of employment please do not hesitate to contact <<insert name>> in Workforce on <<insert extension>>.

Yours sincerely

Line Manager

cc Personnel File

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# EXTENSION TO PROBATIONARY PERIOD

Dear

**Extension to Probationary Period**

I write to confirm the outcome of the probationary review meeting with you on <<insert date>>. This meeting was held to mutually discuss and review your performance during your probationary period to date.

I am pleased to report that you have made significant improvements in/achieved the following <<insert details>>. However, during this meeting you were also made aware of our ongoing concerns, which are detailed in the enclosed copy of the review form. In summary, we agreed the following targets / areas for improvement:

*<<Detail these as required>>*

To help you successfully achieve these targets the following support was agreed for you:

*<<Detail the support, additional training or development identified>>*

The outcome of this meeting is that I am currently unable to confirm that you have satisfactorily completed your probationary period. In order to provide you with additional time to demonstrate your suitability for the post and make the required improvements we discussed the option of extending your probationary period. We agreed an extension of <<insert number>> week(s) to take effect from <<insert date>>. To indicate your acceptance of the extension period, please could you sign the note at the foot of this letter and return one copy to me. The other copy is for you to keep.

It is important for you to understand that you will be expected to demonstrate your suitability for the post during this extension. If you fail to achieve the standards required as set out above/in the enclosed probationary review form/improvement plan we will unfortunately be unable to confirm you in post and your employment may be terminated. Should this be the case you will be entitled to statutory notice of four weeks’, which will be paid in lieu of notice.

As agreed, there will be informal weekly review meetings between yourself and <<insert name>> to monitor your progress. If necessary, a final probationary hearing will be scheduled at the end of this extension period and to ensure you feel supported you may be accompanied, by your trade union (or professional association) representative or a workplace colleague of your choice, if you so wish.

I hope that this will lead to the successful completion of your probationary period and I am pleased to note your intention and commitment to achieve the required standards. If you have any concerns or queries during the next few weeks please do not hesitate to contact <<insert name and extension>>.

Yours sincerely

Line Manager

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I confirm that I have received and understood the contents of this letter:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Signed:** |  |  |  | **Date:** |  |  |

#

# SUCCESSFUL COMPLETION PROBATIONARY PERIOD (following extension)

Dear

**Successful Completion of Probationary Period (following extension)**

Following our meeting on <<insert date>>, I am writing to confirm that you have satisfactorily achieved the agreed requirement improvements/targets, which were discussed with you during your probationary period/extension to your probationary period.

I am therefore pleased to confirm that you have now successfully demonstrated your suitability and can be confirmed in post.

Your terms and conditions of employment remain the same, as set out in your contract of employment dated <<insert date>>.

I would like to take this opportunity to thank you for your contribution during your probationary period and hope that you continue to enjoy working in the <<insert unit/ward name>>.

If you have any queries relating to your terms and conditions of employment please do not hesitate to contact <<insert name>> in Workforce on <<insert extension>>.

Yours sincerely

Line Manager

cc Personnel File

# UNSUCCESSFUL COMPLETION PROBATIONARY PERIOD –

# INVITE TO A PROBATION HEARING

Dear

**INVITE TO A PROBATION HEARING**

I am writing to confirm the outcome of your final probationary review meeting, which was held on <<insert date>>.

During this meeting, we discussed your overall performance during your probationary/extended probationary period and whether you had made the required improvements to satisfactorily achieve the targets agreed with you on <<insert date>>.

Please find enclosed a copy of the final review form for your information.

After careful consideration of all the facts presented the decision was made that you had unfortunately not been successful in completing your probationary period for the reasons detailed in the review form.

The decision was therefore made to call you to a Probation Hearing to consider your future employment with the Trust.

Please find enclosed a copy of the probation policy for your information.

The hearing has been scheduled as follows:

 Date: <<insert date>>

 Time: <<insert time>>

 Venue: <<insert venue>>

The hearing will be chaired by <<insert name and position>> and they will be supported by <<insert name>>, Employee Relations Advisor/HR Business Partner *(delete as applicable)*.

In order that you feel supported during this process you have the right to be accompanied by a workplace colleague or trade union representative.

I appreciate that this is an anxious time for you and wish to reassure you that we will support you where possible. If you have any questions or concerns please do not hesitate to speak to me or <<insert name and extension>>.

Yours sincerely

Line Manager

cc Employee Relations Team