[Letterhead]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>,

I am writing to you in connec **OR [**promotion**]** to the post of <<state job title>>. **[**As you ar that**]** the appointment to your new role is subject to a pr <state length of time e.g. 6 months>>. This probationary p v you and <<state job title e.g. your line manager>> to make t of your suitability for the role. During the probationary perio be monitored and you will be provided with guidance, suppo d.

Your continuous service and y naffected by your **[**transfer**]** or **[**promotion**]** into this role or by on probation temporarily.

Before the end of the probatio title e.g. your line manager>> will meet you to conduct a re e, progress and suitability for the job. Assuming that your pe isfactory, we shall write to you to confirm that you have been vever, your performance is not at the required standard, we your period of probation for a further <<state period e.g. 3 ought unlikely that a longer probationary period or further s ad to a satisfactory standard of performance in the job, we other alternatives. In these circumstances, we shall arrang you to discuss the matter fully before deciding what action to

We hope that we will be able t the end of your probationary period this and wish you well i

If you have any concerns or q <<insert name or job title e.g. the HR Manager>>.

Yours sincerely

<<Name>>
<<Title>>

SAMPLE

© Simply-Docs EMP.AT.07 Letter Confirming P r or Promotion