Name

Address

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to you today in to invite you to a probation review meeting. As you are aware, you commenced employment with the company on DATE and were employed on an initial six month probationary period.

I have scheduled this meeting with you to discuss your performance in your role to date with regard to both your capability and behaviour.

I must advise you that with regards to your behaviour I will be addressing a number of reports that I have received in relation to your communication style with members of the team.

As such, I am writing to request your attendance at your formal probationary review meeting on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_.

This meeting will be held in (LOCATION) and will be conducted by \_\_\_\_\_\_\_\_\_\_\_.

This is a formal probationary review meeting and an assessment of your performance in your employment. If it is established that your performance during your probationary period has not met the required standard your contract may be terminated on the grounds of a failure to pass probation.

In the meantime if you have any queries please don’t hesitate to contact me.

Yours sincerely

NAME

JOB TITLE