DATE

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

As you are aware, you commenced employment with the company on DATE and were employed on an initial 6-month probation which was due to end on DATE.

On DATE I met with you to discuss your initial probationary period and during this meeting confirmed to you that your probation was to be extended by a further 3 months, to end on DATE. I confirmed this decision to you within the letter dated DATE.

During this meeting, the reasons for your probationary extension were outlined to you. These included (LIST REASONS FOR EXTENSION). You were advised that during your extended probationary period we would continue to assess your performance on a regular basis.

As we are now coming to the conclusion of your extended probationary period we must again review your probationary period.

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 \_\_\_\_\_\_\_\_\_\_\_.

As this is your formal probationary review meeting, to assess your performance throughout the entire duration of your probation, please be advised that if during this meeting, it is established that your performance during your probationary period has not met the required standard your contract may be terminated.

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

Yours sincerely

NAME

JOB TITLE