*[Print on Company Letterhead]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

I am writing to you in connection with your **[**transfer**] OR [**promotion**]** to the post of <<state job title>>. **[**As you are aware,**] [**I can confirm that**]** the appointment to your new role is subject to a probationary period of <<state length of time e.g. 6 months>>. This probationary period is in order to allow you and <<state job title e.g. your line manager>> to make an objective assessment of your suitability for the role. During the probationary period, your performance will be monitored and you will be provided with guidance, support and training as required.

Your continuous service and your statutory rights are unaffected by your **[**transfer**]** or **[**promotion**]** into this role or by the fact that you will be on probation temporarily.

Before the end of the probationary period, <<state job title e.g. your line manager>> will meet you to conduct a review of your performance, progress and suitability for the job. Assuming that your performance has been satisfactory, we shall write to you to confirm that you have been confirmed in post. If, however, your performance is not at the required standard, we will consider extending your period of probation for a further <<state period e.g. 3 months>>. If it is thought unlikely that a longer probationary period or further support or training will lead to a satisfactory standard of performance in the job, we shall have to consider other alternatives. In these circumstances, we shall arrange a review meeting with you to discuss the matter fully before deciding what action to take.

We hope that we will be able to confirm you in post at the end of your probationary period this and wish you well in your new role.

If you have any concerns or questions, please contact <<insert name or job title e.g. the HR Manager>>.

Yours sincerely

<<Name>>

<<Title>>