

Probationary Period Review

i Use this letter after a probation review meeting to confirm the outcome — successful completion, an extension, or (where appropriate) not passing probation. Keep only the section that applies.

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Postcode]

Dear [Employee first name],

Following your probationary review meeting on [date], I am writing to confirm the outcome of your probationary period in the role of [job title].

Summary of your probation

Start date	[Date]
Probation period	[e.g. 3 months]
Review date	[Date]
Reviewed by	[Name, job title]

Outcome

Option A — Passed: I am pleased to confirm that you have successfully completed your probationary period with effect from [date]. Thank you for your contribution so far. Your employment continues on your existing terms, and your notice period is now [e.g. 1 month].

Option B — Extended: Having reviewed your progress, we have decided to extend your probationary period by [e.g. 4 weeks] to [date]. This is to give you further time and support to reach the required standard in the areas set out below. (A separate extension letter is also available.)

Option C — Not passed: Regrettably, having reviewed your progress against the required standards, we have decided not to confirm your appointment. Your employment will therefore end on [date], in line with your contractual notice during probation.

[Delete the two options that do not apply.]

Feedback and next steps

Going well	[Strengths and positives]
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To develop	[Areas to improve, if any]
Support	[Training / coaching offered]
Next review	[Date, if applicable]

If you would like to discuss any part of this, please do get in touch. [Add for Option C: You have the right to appeal this decision by writing to [name] within [e.g. 5] working days.]

Yours sincerely,

[Name]

[Job title]

[Company / Store name]

 Give honest, specific feedback throughout probation — there should be no surprises at the review.