**PRO5**

**Pro-forma letter for confirmation in post after probation**

**PERSONAL/CONFIDENTIAL**

Dear [NAME]

**Completion of Probationary Period**

I am pleased to advise you in writing on behalf of the Head of Department that you have completed your probationary period and your appointment has now been confirmed.

Your probationary period counts towards your continuous service with the University.

The notice period that you and the University are required to give in order to terminate this appointment is outlined in your contract of employment.

All other terms and conditions of your employment remain unchanged.

Yours sincerely