## PRO6

## Sample pro-forma letter for the outcome of an informal discussion meeting held during the probationary period

**PERSONAL AND CONFIDENTIAL**

Dear [NAME],

 I am writing to confirm the main points of our meeting, held on #C [DATE] in accordance with the University’s procedure for dealing with work or conduct issues in respect of all #C university support #C academic-related staff on probation (copy attached). During our discussion I clarified that I was concerned that your #C [conduct/performance] had fallen below the standard which might reasonably be expected of you as a probationary employee [job title] in grade #C. We discussed a number of concerns, namely; [SPECIFY CONCERNS - a,b,c,...]

 You were of the view that...

 We agreed that you would [SPECIFY TARGETS to be achieved by employee]...

Please let me know, as soon as possible, if there are any areas of your work in which you consider that you might need additional guidance, clarification, or training. To assist you further we agreed that it would be helpful for you to meet with #C to discuss your progress on a #C [weekly/fortnightly, etc] basis (except for reasons of sickness, annual leave, or other exceptional circumstances). There will be a management review of the situation after #C [weeks/months], by which time I hope that your #C [conduct/work performance] will have reached a satisfactory standard. In the event that it has not or if, in the meantime, further concerns arise about your work, I should advise you that there may be no option but to consider the situation further under the probationary procedure.

 I hope that our meeting and this letter, which does not constitute a disciplinary warning, has helped to clarify the standards expected of you in future and the support available in assisting you to improve your #C [conduct/work performance] to an acceptable level. If you have any queries about our discussion on #C, or any aspects of this letter please do not hesitate to discuss them with me.

 Yours sincerely

 Line Manager