Date

Addressee Only

Name

Address

Dear \*\*\*\*

Re: Confirmation of 4 week Trial Period

Following our discussion on DATE, you were offered and accepted redeployment on the basis of a statutory four week trial period in accordance with the criteria set out in your Aspirational Interview form.

It has been agreed that your four week trial period will commence on \*\*\*\*\*\*\* and your line manager will be \*\*\*\*\*\*\*, \*\*\*\*\*\*\*\*. During the trial period you will be required to work with \*\*\*\*\*\*\* to agree an induction and supporting action plan for the detail post below.

Post title: \*\*\*\*\*\*\*\*

Banding: \*\*

Hours: \*\*\*\*\*

Base: \*\*\*\*\*

Continuation in the post beyond the trial period will be dependent upon the satisfactory completion of the post’s duties and objectives. These will be discussed and agreed with you during your first week in the new post and review meetings will take place with \*\*\*\*\*\*\* (insert recruiting line managers name) on a weekly basis. Both you and \*\*\*\*\*\*\* (insert recruiting line managers name) will then consider whether the duties and objectives have been met and if the post is deemed as a suitable alternative for your redeployment on a permanent basis.

On completion of your 4 week trial period a feedback sheet will be sent to you to complete. Please forward this back to \*\*\*\*\*\*\*\*\* (insert HRM/Advisor name)

I will write to you again towards the end of your trial period to confirm next steps. I do envisage that you will be confirmed into the above detailed post with effect from \*\*\*\*\*\*. On successful completion of your trial period an Assignment Changes Form will be actioned accordingly.

Thank you for your engagement in the process and please do not hesitate to contact me on the above number should you wish to discuss the detail of this letter

Yours sincerely

Name

Designate

Division

Cc H