DATE

**Private and confidential**

NAME

XXXX
XXXX
XXXX

Dear NAME,

**Probationary Period – Concluded**

Further to our meeting of DATE, I write to confirm that you have successfully concluded your 6 months’ probationary period as outlined within your Contract of Employment.

During the meeting, we discussed the following areas of your performance:

Duties completed according to job description

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Any adjustments made to role

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Improvement strategies

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Developmental needs

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Behaviours / interactions with staff and patients

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

***Cont’d………***

Timekeeping and attendance

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Overall observations from management

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Feedback from colleagues (if any received)

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Your view of the probationary period

*PLEASE PROVIDE DETAILS OF CONVERSATIONS*

Overall, your performance was deemed above satisfactory, and demonstrated the Trust’s visions and values. I am pleased to therefore confirm that you have successfully concluded your probationary period, and I take this opportunity to formally welcome the commencement of your long and fulfilling career with Blackpool Teaching Hospitals.

Yours sincerely,

**NAME**

**JOB TITLE**