## PRO8

## Sample proforma letter notifying a probationary member of staff of the outcome of a formal interview to discuss conduct or work performance concerns under the probationary procedure

**PERSONAL AND CONFIDENTIAL**

Dear ,

 I am writing to confirm the outcome of the formal interview, held on #C (date/year), in accordance with the procedures for dealing with work or conduct issues in respect of all #C university support #C academic-related staff on probation laid down in the University’s Handbook for #C Staff (#C edition) section #C, following concerns regarding your #C conduct #C performance at work in your probationary period. At the interview you chose to be #C/were not accompanied by #C, (a colleague/ OR a representative from the #C trade union). #C (name/title), chaired the meeting and also present was/were #C (names/titles). The concern(s) considered were as follows:

1. INSERT CONCERN(S) (as stated in the letter inviting #C to the hearing)

2. INSERT MAIN MANAGEMENT POINTS PRESENTED IN RELATION TO CONCERNS

3. INSERT MAIN POINTS OF ANY RESPONSE FROM THE EMPLOYEE (include any mitigating circumstances presented)

 On the evidence available it was concluded that, on the balance of probabilities, the concern(s) about your #C conduct #C work performance #C was/were substantiated and amounted to #C misconduct/unacceptable performance on your part. You were, therefore, issued with a first and final formal written warning in accordance with the procedures for dealing with work or conduct issues in respect of all #C university support #C academic-related staff on probation.

4. CLARIFY (i.e. Your #C conduct/work performance has been unacceptable because... consequences for department, etc)

 In future, I expect you to maintain #C (state clearly the standards of conduct or performance expected in future i.e. specific targets - a,b,c...).

(STATE CLEARLY ANY FURTHER GUIDANCE OR TRAINING THE EMPLOYEE SHOULD RECEIVE)

IF APPLICABLE #C It has also been decided to extend your probationary period by #C months.

 I have asked #C to review your progress in #C weeks/months time, or sooner if further concerns arise. I do hope that you will be successful in improving your #C conduct/performance to a satisfactory level and that, following a further formal review, towards the end of your #C (extended) probationary period it will be possible to confirm your appointment. If, in the meantime, you require further guidance or clarification in your work please discuss this with #C.

 Yours sincerely,

 Head of Department (or authorised nominee)