**LETTER - RETURN TO PREVIOUS POST**

**AFTER UNSATISFACTORY PROBATIONARY PERIOD**

Dear [NAME]

**Return to previous post**

I refer to our recent meeting and write to confirm that you will return to your previous post of [POST] with effect from [DATE].

As you were made aware when you accepted our job offer, your position was conditional upon the successful completion of a probationary period. As discussed with you at the meeting, you have unfortunately failed to successfully complete your probationary period in the role. This is because [REASONS].

As a result, you will return to your former role of [POST], which will be on your previous terms and conditions, a copy of which will be reissued to you in the near future.

Should you have any queries about this matter, please do not hesitate to contact me.

Yours sincerely,

[NAME]