**LETTER REQUESTING ATTENDANCE AT PROBATIONARY REVIEW MEETING**

Dear [NAME],

**Meeting to review the end of your probationary period**

As you are aware, your employment was conditional upon the successful completion of a probationary period. I am writing to inform you that you are required to attend a meeting at [PLACE] on [DATE] at [TIME].

The purpose of the meeting is to consider whether your employment should be confirmed, the probationary period extended or whether your employment should be terminated.

The meeting shall be conducted by me and I may be accompanied by a note taker.

You are entitled to bring a fellow employee or a trade union representative to the meeting in accordance with our disciplinary procedure. If you do wish to bring a companion, please let me know their name as soon as possible.

Failure to attend the meeting without previous explanation or attempt to rearrange the hearing could result in a decision being made in your absence.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please speak to me as soon as possible.

Yours sincerely,

[NAME]