



Successful Probation Template Letter

E/2.1.1.5

On Letterhead

25/11/2020

«Title» «First Name» «Surname»

«Address»

«Address2»

«Suburb» «Postcode»

Dear «First Name»

I am pleased to inform you that you successfully completed the probationary period of your employment on <<insert probation end date>> with the Uniting Church in Australia, Queensland Synod.

Successful completion of the probationary period means that **your supervisor << Supervisor's full name>>, has indicated that <<delete words in red if the person signing the letter is the supervisor >>** since the commencement of your employment as **<< insert position title >>** on the **<< insert commencement date of employment >>**, your work performance has been reviewed and has met the requirements of your position.

We are now able to confirm your ongoing employment with the Queensland Synod. The terms and conditions of employment set out in your employment contract dated **<< insert date >>** will continue to apply to your ongoing position.

Your employment records will be updated to reflect that you have satisfactorily completed the probationary period.

On behalf of the team, I wish you the best for your continued service at the Queensland Synod.

Kindest regards,

Name

Title



Revisions

Document number		E/2.1.1.5			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.08.2020	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review		01.08.2021			