



Unsuccessful Probation Template Letter

E/5.1.11

On Letterhead

Letter only issued after termination brief approved by General Secretary

27 July 2026

«Title» «First Name» «Surname»

«Address»

«Suburb» «Postcode»

Dear «First Name»

I refer to your employment contract dated << insert date of employee's letter of appointment >> advising that the probation period for the position of << insert employee's position >>, would conclude on << insert date six months in advance from the commencement date in the employment contract >>.

The probationary period is designed to assess an employee's suitability for ongoing employment and to provide employees with the opportunity to improve their performance where deficiencies are detected. Over the course of your employment we have initiated performance management discussions with you for the purposes of outlining areas of your performance that are not meeting a satisfactory standard, and we have identified actions required of you to improve your performance. << Please check that this applies to your situation >>. Unfortunately, during the probationary period, you have not consistently demonstrated the expected standard of performance.

After an ongoing assessment of your performance in this role and in consultation with the << General Secretary / Executive Director Strategic Resources >>, a decision has been made not to confirm your employment with the Uniting Church in Australia, Queensland Synod.

Your employment will be terminated as of << choose one of the following options. Option 1: 5pm << insert date five days after date of this letter >> as in accordance with clause 19 of the employment contract. Option 2: you will receive one week's pay in lieu of notice as in accordance with clause 19 of the employment contract. << insert if applicable >> Additionally, any leave entitlements will be paid out to you in your final pay.

Employees and employers may seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at www.fairwork.gov.au.

I would like to take this opportunity to thank you for all your efforts whilst you have been employed with the Queensland Synod and wish you all the best in the future.

Kindest regards,

Name

Title



Revisions

Document number		E/5.1.11			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	01.08.2020	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review		01.08.2021			