

Insert Company
Logo

Date

<Employee Name>

Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

Further to our discussions on <insert date(s)>, your employment agreement states that you will observe a 90-day trial period at the commencement of your employment.

<insert clause from agreement>

We would like to request that attend a Trial Period Review Meeting. This meeting will be held on <insert date and time of meeting>. In attendance at the meeting will be myself and <insert another company representative>.

Please confirm your attendance to this meeting to <insert contact person> by <insert date and time>.

Yours sincerely

Manager

Manager Title

Company

cc: anyone from the organisation that you are sending this letter to