



Date

<Employee Name>  
Physical Address or email address  
Address

**Strictly Private and Confidential**

Dear <Employee Name>,

Further to the Trial Period Review Meeting held with you on <insert date of meeting> which was conducted by <insert company representative>, <insert company name>, we believe that your performance has not met the company standards.

At the meeting, we discussed that you need to work on the following areas:

- <insert areas that needs to be worked on>
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We have agreed to provide the following support to you in order to help improve your performance:

- <insert support required by the company>
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We have explained to you at the meeting that if we don't see an improvement from you by <insert date>, <insert company> may look at invoke the 90-day trial period clause that is contained in your employment agreement. However, we have made no decisions or will not make any decisions until we have all the facts and hear your response after <insert date (improvement) from above>.

<Employee name>, we hope to work through this process with you in a productive manner.

If you have any questions regarding this matter, please don't hesitate to contact me.

Yours sincerely

Manager  
Manager Title  
Company

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