

PRIVATE & CONFIDENTIAL

INSERT NAME,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT EMAIL ADDRESS

Delivered by registered post/ by ordinary post/ by email/ by hand

INSERT DATE

Re: Probation Review Meeting (1 / 2)

Dear INSERT NAME,

I would like to invite you to your **first/second** probationary review meeting on **INSERT DATE** at **INSERT TIME** at **INSERT LOCATION**.

At the meeting we will discuss your performance to date and your general suitability for the role of **INSERT TITLE** with **INSERT REGISTERED COMPANY NAME**.

Please do not hesitate to contact me if you have any queries in advance of this meeting.

Yours sincerely,

INSERT NAME
INSERT TITLE