***[Remove before sending this letter] If the Headteacher is not the line manager, they must be informed of any decision to end a probation period before the final probation meeting. HR guidance must be sought prior to ending a probation period.***

[Employee name]

[Employee address]

[Date]

Dear [insert name],

Probationary period: outcome of final review meeting

I am writing to confirm the outcome of your final probationary review meeting on [insert date] [at which you were supported by a workplace colleague or union representative].

As you are aware, your employment with the organisation was subject to a six-month probationary period. Unfortunately, [insert if relevant: following the extension of your probationary period and implementation of the following support measures [insert measures implemented] your performance has not reached a satisfactory standard. Your probationary period ends on [date] and it has been decided to terminate your employment at this point.

When leaving the organisation, you must ensure that you return all company property [list items – e.g. books, laptop, phone, key fob, ID badge].

You have the right to appeal this decision and to do so you must write a letter of appeal to the chair of the local governing board [insert name] via [insert name], clerk to the local governing board at [insert email address] within five school days of receipt of this letter. Your letter must set out in sufficient detail the reason(s) for appeal to enable the school to respond and detail why you consider the decision to fail the probationary period to be unreasonable.

I would like to take the opportunity to wish you every success in the future.

[Insert name]

[Insert role]