**Private and Confidential**

Name

Address

Date

Dear Name

**Invite to Probation Review Meeting**

As part of your contract, your first [3/6] months are a Probationary Period. Therefore we invite you to an informal meeting where we can discuss your progress in your role.

The meeting will be held at [time] and [Date] at [Location] [or over zoom if this is more convenient].

To prepare for the meeting, please let me know before the meeting if there is anything specific you would like to discuss or any concerns you would like to address.

I look forward to our chat; in the meantime, please do not hesitate to contact me if you have any questions.

Yours sincerely

Line Manager

Job Title

Company Name