

Template: Checklist

End of Probationary Period Employee Checklist

Employee's Name:	
Position:	
Manager's Name:	
End Date of Probationary Period:	

Skills Assessment	Yes	No	Comment
Has the employee demonstrated the necessary knowledge and skills to perform the job?			
Has the employee applied those skills in a competent and efficient manner?			
Has the employee demonstrated an ability to develop positive, cooperative working relationships with other staff?			
Has the employee's attendance been regular, reliable and punctual?			
Do you believe the employee will be able to handle further requirements of the job that they have not completed yet?			
Do you recommend ongoing employment?			

Recommended by:

Manager

Date

Recommendation approved by:

General Manager

Date

Template: Successful Completion of Probation Letter

[Date]

[Name]

[Address]

Dear **[Employee's name]**

RE: Successful completion of probationary period

It is with great pleasure that I confirm your period of probationary employment has been successfully completed.

Based on your efforts and contributions during the probationary period, I am confident that you will continue to have a positive impact on both the business and your own personal and professional development.

I look forward to continuing to work with you.

Yours sincerely,

[Manager's name]

Record of Performance Discussion

Attendees:

Date:

Venue:

Reasons for the meeting, as explained to the employee:

-
-
-

Agreed action plan:

-
-
-

I agree that the above content is an accurate reflection of all the issues that were discussed on **[date]**.

Employee: _____

Date: _____

Manager: _____

Date: _____

HR/Other: _____

Date: _____

Template: Formal Warning Letter

[Date]

[Name]

[Address]

Dear **[Employee's name]**

RE: Warning

I am writing to you about our discussions during the meeting that took place on **[date]** with **[named of others at the meeting]**. During our discussion, you were advised of my concerns regarding **[performance issue]**. You will recall that I had previously raised the issue verbally with you on **[date of verbal warning]**.

The specific issues of concern raised during our meeting included:

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-

During the meeting you were asked if you had anything you wished to say or to respond to the situation and you **[details of employee's response, or lack thereof]**.

The performance issues listed above are not acceptable to **[company name]** standards and are expected to be improved. We agreed that you would implement the following actions in order to attempt to resolve this issue:

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-

To assist you, we have agreed that **[details of any additional support offered]**.

This letter is an official warning regarding your performance. I have no doubt that you will exert your best efforts to rectify this situation. Please be assured that **[company name]** and myself are committed to assisting you in every way possible.

We have agreed to meet again on **[date]** to review your progress. Please be aware that if the concerns raised in this letter are not addressed by this date, a second warning will be issued.

Continued failure to improve your performance may lead to the termination of your employment with **[company name]**.

Should you have any further questions regarding the issues outlined in this letter, please do not hesitate to let me know. If you wish to respond to this formal warning letter, please do so by contacting me on **[phone number]** or by replying in writing.

Yours sincerely,

[Managers name]

[Managers title]

Template: Final Warning Letter

[Date]

[Name]

[Address]

Dear [employee name],

RE: Final Warning

I am writing to you about our discussions during the meeting that took place on **[date]** with **[named of others at the meeting]**. During our discussion, you were advised of my concerns regarding **[performance issue]**. You will recall that I had previously raised the issue verbally with you on **[date of verbal warning]** and in writing on **[date]**.

To date, I have not been satisfied with your work performance. I do not believe that your work is of a standard I expect of a person at your level within this Company. In particular, the specific issues of concern raised during our meeting included:

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During the meeting you were asked if you had anything you wished to say or to respond to the situation and you **[details of employee's response, or lack thereof]**.

The performance issues listed above are not acceptable to **[company name]** standards and are expected to be improved. We agreed that you would implement the following actions in order to attempt to resolve this issue:

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To assist you, we have agreed that **[details of any additional support offered]**.

The Company is committed to taking all reasonable measures to ensure satisfactory conduct and performance by all its employees. If there is any reason or explanation for your failure to resolve these matters to the Company's satisfaction, please to not hesitate to contact me so we can discuss this.

However, I am required to inform you that failure to resolve these matters to date jeopardises your continuing employment with the Company. In the interest of your future career with **[company name]**, I strongly recommend you attempt to address these issues without delay. Please be assured that **[company name]** and myself remain committed to assisting you in every way possible.

We have agreed to meet again on **[date]** to review your progress. Please be aware that if the concerns raised in this letter are not addressed by this date, I shall have no alternative than to terminate your employment with **[company name]**.

Should you have any further questions regarding the issues outlined in this letter, please do not hesitate to let me know. If you wish to respond to this formal warning letter, please do so by contacting me on **[phone number]** or by replying in writing.

Yours sincerely,

[Managers name]

[Managers title]

Template: Termination Letter

[Date]

[Name]

[Address]

Dear **[Employee's name]**

RE: Notice of termination of employment

I refer to our conversation on **[date]** and confirm that the company wishes to terminate your employment with effect on **[date]**.

The reasons for termination are as follows:

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-
-

The company will satisfy your entitlements to notice and unused leave, as well as ensure the requisite superannuation contributions are made.

I remind you of your continuing obligations to keep confidential all information that is confidential to the company and/or its clients.

If you have any queries please contact **[name]** or me.

Sincerely,

[Managers name]

[Managers title]