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| [SCRCCG.enquiries@nhs.net](mailto:SCRCCG.enquiries@nhs.net)  Tel via: 01723 343660  Reference  **By Email** | NHS Scarborough and Ryedale CCG  Scarborough Town Hall - York House  St Nicholas Street  Scarborough  North Yorkshire  YO11 2HG |
| Address line 1  Address line 2  Address line 3  Address line 4  Address line 5 | Tel: 01723 343660    Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk)  ENTER DATE |

Dear

**Induction and Probationary period**

Further to our discussion I write to confirm the agreed dates for your review meetings:

|  |  |  |
| --- | --- | --- |
| **Week** | **Date** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

All meetings will be held in (complete venue) and if you are unable to attend any of these meetings please let me know as soon as possible.

Yours sincerely

**Name**

Job Title