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| --- | --- |
| SCRCCG.enquiries@nhs.netTel via: 01723 343660Reference**By Email** | NHS Scarborough and Ryedale CCGScarborough Town Hall - York HouseSt Nicholas StreetScarboroughNorth YorkshireYO11 2HG |
| Address line 1Address line 2Address line 3Address line 4Address line 5 | Tel: 01723 343660Website: [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