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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

**Probationary period**

I write to confirm that you have successfully completed your probationary period in the following areas:

* performance of the duties in accordance with the job description
* customer service
* integration into the workplace
* relationships with co-workers and managers
* attendance and timekeeping
* or as relevant to post.

I have pleasure in confirming your appointment with effect from your original date of commencement with NHS Scarborough and Ryedale CCG.

Please attach this letter to your contract of employment.

I am looking to you to maintain the high standard of work you showed during your probationary period.

Thank you for your hard work and contribution to the CCG.

Yours sincerely

**Name**

Job Title