|  |  |
| --- | --- |
| 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

**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