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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**

Further to our meeting on ........................................... I write to confirm the outcome.

Present with me was .................................................... You were accompanied by........................................

Prior to the meeting we met on a number of occasions to discuss progress on your probationary period and I offered you additional help and support to help you to meet the required standards of your post.

Specifically, this additional help and support was as follows:

I regret to inform you however that despite the CCG’s best efforts you have not completed your probationary period to the required standards in the following areas:

Documentary evidence in support of this is attached.

I have no option other than to terminate your employment on the grounds of capability with effect from ................................................... You are entitled to one month’s notice and this will be paid in lieu to you. You have a right of appeal to ....................................................... There is no further right of appeal beyond this.

Yours sincerely

**Name**

Job Title