**1. Invite to Probation Review Meeting**

**[Church/Organisation Name]**  
[Address]  
[Date]

**Private and Confidential**  
[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Re: Probation Review Meeting Invitation**

As part of your employment terms, your role as [Job Title] is subject to a probationary period of [e.g. 6 months], which began on [start date].

We would like to invite you to a **probation review meeting** to discuss your progress, performance, and conduct during this period. The meeting will also provide an opportunity to talk about any support or training needs and next steps.

**Meeting Details:**  
Date: [insert date]  
Time: [insert time]  
Location: [insert location or online link]  
Attendees: [e.g. Line Manager, HR representative]

You may bring a colleague or union representative to the meeting if you wish.

Please confirm your attendance and let us know if you require any adjustments to participate.

Yours sincerely,  
[Your Name]  
[Your Job Title]

**2. Probation Extension Letter**

**[Church/Organisation Name]**  
[Address]  
[Date]

**Private and Confidential**  
[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Re: Extension of Probationary Period**

Following your probation review meeting on [Date], we have decided to **extend your probationary period** until [New End Date].

This decision has been made to allow further time to assess your performance and provide additional support in areas discussed during the meeting. We remain committed to helping you succeed in your role and will continue to offer guidance and supervision during this extended period.

Please note that your probation will not be extended beyond this new date. If the required standards are not met, your employment may be at risk.

If you have any questions or concerns, please speak to [Manager Name].

Yours sincerely,  
[Your Name]  
[Your Job Title]

**3. Failed Probation Letter (Termination)**

**[Church/Organisation Name]**  
[Address]  
[Date]

**Private and Confidential**  
[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Re: Outcome of Probationary Period**

Following your probation review meeting on [Date], we regret to inform you that you have not met the required standards for the role of [Job Title] despite support and feedback provided during your probation. Unfortunately, we have decided to **terminate your employment** with effect from [Termination Date].

You will receive [notice period/pay in lieu of notice] in accordance with your contract. Please return any church property (e.g. keys, equipment, documents) by [Date].

You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing within 10 working days to [Appeal Contact Name].

We appreciate your contributions during your time with us and wish you well in the future.

Yours sincerely,  
[Your Name]  
[Your Job Title]