

[Print on one side of A4 paper or insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Trial Period

I am writing in reference to our letter of 11/12/18 offering you a four-week trial period in the alternative role of <<state>>, following your previous role. As you are aware, the trial period ends on <<insert date>>.

I am pleased to confirm that the trial period has been successful and we are satisfied that you are suitable for this alternative post. This job is, therefore, confirmed. A copy of your revised contract of employment will be sent to you. Please sign, date and return this contract to <<state>>.

If you have any questions, please contact <<state>> as soon as possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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A
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