

## Appendix 5

### School letterhead

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#### Address

NAME  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3  
POSTCODE

Dear

#### **RE: INTENTION TO DISMISS**

Further to your probationary period, I am writing to advise that I am making a recommendation to terminate your employment due to your unsatisfactory performance during your probation period. In line with the Schools Probation Policy and Procedure, I would like to invite you to a formal probation meeting on **XXXX**.

Prior to the meeting you will be given the opportunity view all of your probation assessment reports along with all notes from your supervision meetings. The meeting will be attended by myself and **XXXX** from **XXXX**. As this is a formal probation meeting you may be accompanied by a Trade Union representative or a colleague and will be able to present any relevant information or evidence before a decision is made.

I would be grateful if you would confirm your attendance and that of your Trade Union representative or colleague.

Should you have any queries please feel free to contact me.

Yours sincerely

**NAME**  
**JOB TITLE**

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