

Appendix 6

School letterhead

Address

NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
POSTCODE

Dear

RE: NOTICE OF DISMISSAL

Further to the meeting took place on XXXXX, I am writing to confirm that you have not passed your probationary period and you will not be confirmed into the post of (JOB TITLE).

The reason why I have come to the decision is (STATE REASON).

The terms and conditions of your Contract of Employment state that during your probation period your employment can be terminated at any stage on giving or being given 1 month's' notice. Therefore I am writing to confirm that your last day of service will be XXXXX.

I have attached a copy of the Probation Policy & Procedure for your reference.

I would like to wish you the best for the future.

Yours sincerely

NAME
Headteacher
