



## Completion of Probation Letter Policy

This Completion of Probation Letter Policy applies to all Employees of the business.

The objective of the policy is to provide a consistent and structured process for confirming the successful completion of an employee's probationary period.

The requirement is for all staff to comply with the Completion of Probation Letter Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to provide a consistent and structured process for confirming the successful completion of an employee's probationary period at Sydney Drafting Concepts and Designs. This policy outlines the steps to be taken by supervisors and Human Resources to formally acknowledge an employee's satisfactory performance during their probation and confirm their ongoing employment within the organisation.

## Objective

This policy aims:

- To clearly communicate the company's expectations for performance and conduct during the probationary period.
- To provide a framework for performance evaluation and feedback during the probationary period.
- To ensure that the completion of probation is formally documented and communicated to the employee.
- To promote employee engagement, motivation, and job satisfaction by acknowledging their successful integration into the company.

## Policy Requirements

### **Probationary period:**

All new employees at Sydney Drafting Concepts and Designs will undergo a probationary period, the duration of which will be specified in the employee's contract of employment. The probationary period allows both the employee and the company to assess the employee's suitability for their role and the organisation.

### **Performance review:**

Supervisors are responsible for closely monitoring and evaluating the performance of employees during their probationary period. Regular feedback should be provided to the employee, along with any necessary guidance and support to facilitate their success in the role.

### **Completion of probation assessment:**

Prior to the end of the probationary period, supervisors must conduct a formal assessment of the employee's performance, taking into account their job responsibilities, goals, and any specific criteria outlined in their contract of employment. The supervisor should consult with Human Resources to ensure that the assessment is fair, consistent, and in line with company policies and procedures.

### **Decision on completion of probation:**

Based on the assessment, the supervisor, in consultation with Human Resources, will decide whether the employee has successfully completed their probationary period. The decision may be to confirm the employee's ongoing employment, extend the probationary period, or terminate the employment.



**Completion of probation letter:**

If the employee has successfully completed their probationary period, Human Resources will prepare a Completion of Probation Letter, which must be signed by the employee's supervisor or an authorised representative of the company. The letter should include the following information:

- Date of successful completion of probation
- Confirmation of ongoing employment
- Any changes to the terms and conditions of employment (if applicable)
- Congratulatory message acknowledging the employee's achievement

**Delivery of the letter:**

The supervisor should arrange a meeting with the employee to present the Completion of Probation Letter, discuss any changes to the terms of employment, and provide an opportunity for the employee to ask questions or raise concerns. A copy of the signed letter should be provided to the employee, and the original should be retained in their personnel file.

**Failure to complete probation:**

If the employee does not successfully complete their probationary period, the supervisor and Human Resources should follow the relevant company policies and procedures for termination of employment or extension of probation, as appropriate.

**Policy review:**

This policy will be reviewed periodically to ensure compliance with relevant laws and regulations, as well as to evaluate its effectiveness in managing probationary periods and promoting a positive work environment.

The Director is responsible for communicating the Completion of Probation Letter Policy to all persons working for or on behalf of the organisation and making it available to interested parties.



[Date]

EmployeeName

[Suburb] [State] [Postcode]

Dear [EmployeeFirstName],

Your employment with Sydney Drafting Concepts and Designs was subject to a probationary period of 12 Months, due to be completed on [ProbationLength].

We are pleased to confirm that you have successfully completed your probationary period with Sydney Drafting Concepts and Designs.

Your employment record will be updated to reflect that you have satisfactorily completed your probationary period.

Thank you for the effort you have applied to your new position to date. We hope to have a continuing successful and enjoyable working relationship with you.

Yours faithfully

Sydney Drafting Concepts and Designs

Owner

Director