DATE

NAME

ADDRESS

Dear ,

**Probationary Period**

As you know from your offer of employment on DATE and your Contract of Employment on DATE, your continuous employment with the Blessed Edward Bamber Catholic Multi Academy Trust was subject to satisfactory completion of a six-month probationary period.

I am delighted to confirm that you have successfully completed your probation period with our Trust. This means that I can confirm your appointment of POST at SCHOOL.

If you have any questions on the above information, please contact Ann Daly (Trust HR Manager) at ada@bebcmat.co.uk.

I look forward to continuing to work with you in the future.

Yours sincerely,

  
**Helen O’Neill**

**Chief Executive Officer**