

Hannah Mercer

Date: 14 July 2026
Our Reference: PCL/A2A492CB
Document Type: Letter

Dear Hannah Mercer,

We are pleased to confirm the outcome of your probationary review in your role as HR Generalist based at our Cambridge office, with support from the remote HR team.

Your probation period, which concluded on 22 January 2025, has been carefully reviewed in line with the Probation and Performance Review Procedure v2.1.

During this period, your reliability and thoroughness in casework have been noted positively.

Management has observed that while your performance has been strong, there is scope for clearer handover processes during onboarding sessions and a more consistent analytics reporting cadence.

Supporting documents considered in this review include training logs, onboarding metric exports, HRIS ticket history, and the meeting notes from 22 January 2025.

You have actively engaged with the support offered, including access to course subscriptions, weekly one-to-one coaching with the HR director, and temporary administrative assistance during the system migration.

Following your probation review meeting, it is confirmed that you have successfully completed your probationary period.

This confirmation is accompanied by two agreed development actions:

1. Completion of the intermediate HR analytics course and delivery of your first workforce report by 15 April 2025.
2. Implementation of a delegation plan for onboarding tasks, including the identification of one deputy by 1 March 2025.

You have confirmed your acceptance of these actions and intend to confirm your deputy appointment by 29 February 2025.

The outcome and development actions reflect both your solid performance and the management's commitment to your continued growth within the HR team.



LETTER DETAILS

Employee
Hannah Mercer

Role
HR Generalist

Case type
Probation Confirmation

Reference
HRA-A2A492CB



KEY DATES

Completed
14 July 2026

Owner
Tom Richardson

You will lead the completion of the outlined follow-up actions, with oversight and support from Tom Richardson.

Please ensure timely progress towards the deadlines specified, and do not hesitate to request additional guidance as needed.

Your next formal review is scheduled for 1 March 2025, which will examine progress against these objectives and discuss further development.

This letter will be issued in PDF format via email and a copy will be held in your personnel file as a formal record of your successful probation completion and agreed next steps.

If you have any questions regarding this confirmation or your development plan, please contact Tom Richardson at your earliest convenience.

[Signature placeholder]

Tom Richardson

[Title placeholder]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer