

Marcus Finch

Date: 14 July 2026
Our Reference: EPS/B829B1ED
Document Type: Letter

Dear Marcus Finch,

We are writing to inform you about the outcome of your probationary review as Operations Manager with HRHeaven QA Sample Employer. This letter outlines the key points discussed during your probation review, the decision reached, and the next steps to support your continued success within the organisation.

Your probationary review meeting took place on 10 July 2025. During this meeting, your progress against the agreed objectives was assessed. Specifically, the review covered:

- Vendor consolidation, which you successfully achieved.
- Procurement turnaround, which has been partially met and remains a work in progress.
- Implementation of the new term-time rostering system, which experienced delays due to IT integration challenges.

The discussion also addressed the factors impacting your progress in these areas and considered mitigation measures and support plans to ensure continuing development and performance improvement where required.

Following consideration of your achievements and ongoing areas requiring attention, the decision has been made to complete this stage of your probation. This means your initial probation period has been successfully concluded. We appreciate your efforts and contributions during this time, and recognize the clear progress made towards key objectives, as well as the practical challenges faced.

It is important to acknowledge that some objectives have experienced delays or partial completion. We view these as areas of focus for your ongoing role responsibilities and will provide appropriate support to address them moving forward.

Your performance and development will continue to be reviewed regularly as part of normal management practice. A follow-up review is scheduled for 10 October 2025 to evaluate progress on remaining objectives and to ensure any support plans are effective.

Please continue to engage with your line manager regarding any further assistance or resources you require to achieve your



LETTER DETAILS

Employee
Marcus Finch

Role
Operations Manager

Case type
End Probation

Reference
HRA-B829B1ED



KEY DATES

Completed
14 July 2026

First review
10 July 2025

targets. We encourage open communication to facilitate your ongoing success in the Operations Manager role.

[Signatory Name]

[Signatory Title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer