

Oliver Bennett

Date: 14 July 2026
Our Reference: PEL/8EF9BA1C
Document Type: Letter

Dear Oliver Bennett,

We are writing to discuss the progress of your probationary period with HRHeaven QA Sample Employer, in your role as Finance Analyst (Contractor).

Your probation was due to conclude on 31 January 2025.

Since joining the Finance team supporting clinic operations at the Leeds community health hub, where you work on a hybrid basis with two office days per week, your performance has been regularly reviewed.

We acknowledge your strengths, particularly in accuracy of work.

However, management has observed the need for more consistent delivery in stakeholder-facing communications and meeting deadlines.

Informal feedback and coaching have been provided, including a session on 5 December 2024, alongside completion of the mandatory training.

You have expressed your acceptance of the need for clearer expectations, specifically requesting measurable objectives, detailed examples of required storytelling, and confirmation of available training days.

This aligns with our commitment to supporting your development through training, regular check-ins, mentor support, and clear objectives as per the Probation and Fixed-Term Worker Policy v3.1 and the Appraisal and Performance Improvement Procedure.

In light of the above, we have decided to extend your probationary period until 30 April 2025 to allow further time to assess your performance and progress.



LETTER DETAILS

Employee

Oliver Bennett

Role

Finance Analyst (Contractor)

Case type

Probation Extension

Reference

HRA-8EF9BA1C



KEY DATES

Completed

14 July 2026

Final review

30 April 2025

Owner

Priya Desai (Finance Lead)

During this extension, you will continue to receive structured support, including:

- Weekly 30-minute check-in meetings with your line manager, Priya Desai, Finance Lead.
- Assignment of a mentor from the senior analyst group to provide guidance and help meet expectations.
- Access to targeted training opportunities focused on improving stakeholder communication and deadline management.

Clear, measurable objectives will be established and agreed upon with you to ensure transparency and focus.

Provided you meet these objectives, a recommendation will be made for the continuation of your contract until 1 August 2025.

A formal review is scheduled for 15 April 2025 to evaluate your progress during this extension period.

Also, an interim progress check will take place on 28 February 2025 to address any immediate concerns and adjustments.

Please engage actively with your mentor and attend all scheduled check-ins and training sessions.

Should you have any questions or require clarification about the objectives or support available, do not hesitate to discuss these with Priya Desai.

Before issuing this letter, please review the confirmed dates, measurable objectives, mentor arrangement, and agreed training slots to ensure accuracy.

[Name and title to be confirmed by HRHeaven QA Sample Employer]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer