

## Probation confirmation letter

Confirms the outcome at the end of a probation period — passed, extended, or employment ending. Probation is a contractual concept in Australia; it does not change the statutory minimum employment period for unfair dismissal.

### Before you send this

- Probation is a term of the contract. It does not override notice obligations under the NES or the award.
- The minimum employment period for unfair dismissal is separate from probation and is not changed by it.
- If you are extending, say why, for how long, and what specifically needs to change.
- If employment is ending, give the notice the contract, award or NES requires — whichever is greatest.
- Confirm the outcome in writing on or before the review date. A probation period that quietly lapses is treated as passed.

### Letter template

EMPLOYEE NAME

DATE

POSITION

PROBATION PERIOD START AND END DATE

### Outcome

- Probation successfully completed — employment continues on the existing terms
- Probation extended — see the details below
- Employment will end — see notice details below

OUTCOME SELECTED

### If extended

NEW PROBATION END DATE

WHAT NEEDS TO IMPROVE, AND HOW IT WILL BE MEASURED

SUPPORT OR TRAINING WE WILL PROVIDE

## If employment is ending

LAST DAY OF EMPLOYMENT

NOTICE PERIOD GIVEN (OR PAYMENT IN LIEU)

*Delete the sections that do not apply before sending.*

## Signature

SIGNED

NAME AND POSITION

DATE

*This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.*