

COVID-19: Probation Pause - Line Manager Letter Template

Line Manager to edit as appropriate

Dear [Name],

I am writing to you further to our call on [date], during which we discussed the special factors arising from the Covid-19 pandemic and the impact this had on your role and specifically on your probationary period (your first 26 weeks of service).

It is acknowledged by the Authority that the special factors relating to the Covid-19 pandemic are presently preventing you from being able to sufficiently demonstrate the required standards of performance, conduct and regular punctual attendance associated with your Job Title and Post.

Your probationary period will therefore be "paused" for a temporary period from [date]. This pause is due entirely to the impact that the Covid-19 pandemic has had on your work circumstances and not due to any issue concerning your performance, conduct or attendance.

The period of pause applying to your probationary period will be as short as reasonably practicable and is expected to resume from the point that you can resume operating within normal working arrangements. I will confirm when the pause is no longer applicable and please feel free to discuss further with me in the meantime.

In all other respects, your terms and conditions of employment remain unchanged.

Yours sincerely,

[Line Manager]