

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (Insert box #) Rarotonga Cook Islands Phone (682) (Insert telephone number)

(Insert website address)

(Insert Date)

Kia Orana (insert employees name)

**Re:** **Probation Period outcome for the role of (Insert Position Title)**

***Delete this Section if not Applicable – If successful use section below***

Your probation period with (Insert Agency Name) is due to end on (Insert Date).

I am pleased to confirm your ongoing employment effective from (insert date that is either on or before the first day after the probation period is due to end).

The terms and conditions of employment set out in your original Employment Agreement dated (Insert Date) will continue to apply to your ongoing position.

An increment increase of $(Insert amount) will be added to your base salary of $(Insert amount) on the successful completion of the Probationary Period. (Delete if not Applicable)

Information concerning the Probationary Period is under section 2, clause 2.3 of your Employment Agreement. You can also refer to CIGOV Recruitment Policy and/or the Probation Period Guide.

Thank you for your ongoing contribution to (Insert Agency Name).

***Delete this Section if not Applicable – If not successful use section below***

Your probation period with (Insert Agency Name) is due to end on (Insert Date).

(Insert Agency Name) confirms that it has been decided not to continue your employment beyond your probationary period. As a result, your employment will end on (Insert Date) (You must ensure that the date entered here is the date at the end of the notice period as agreed in the employment agreement)

The reasons for (Insert Agency Name) not continuing your employment are:

* (insert reasons)

Information concerning the Probationary Period is under section 2, clause 2.3 of your Employment Agreement. You can also refer to CIGOV Recruitment Policy and/or the Probation Period Guide.

Thank you for your contribution (Insert Agency Name).

Yours sincerely,

(Insert name)

(Insert position)