



# SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



James Storrar  
4 Bailey Road  
Banbury  
OX16 1HN

3<sup>rd</sup> January 2020

Re: Probationary Period

Dear James,

As you know from your contract of employment dated 18<sup>th</sup> September 2019 your employment with JMS Specialist Joinery is subject to successful completion of a 3 month probationary period.

We have monitored your performance and conduct during this probationary period and we are writing to advise you that you did not successfully pass the probationary period for the reasons of performance and attendance.

Your last day with the company was therefore 29<sup>th</sup> November 2019 and your remaining holiday pay was paid to you on 13<sup>th</sup> December 2019.

Yours Sincerely,

Paul Bennett  
Finance Manager

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