

Template Letter
Reversion – Failure to Complete Promotional Probation

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. *(Last Name)*:

This letter is official notice that you have failed to successfully complete your promotional probation and will be reverted. This action is taken under the authority of State Personnel Rule R2-5B-203(C)(2).

You will be reverted from *(title, grade)* to *(title, grade)*, effective *(date)*. Your new salary will be \$ *(amount)*.

Pursuant to State Personnel Rule R2-5B-203E, you do not have the right to appeal this action.

Sincerely,

(Name of Approving Authority)

(Title of Approving Authority)

c: Official Personnel File
 Agency Personnel Manager

Employee Acknowledgment of Receipt

Date