**A model covering letter**

**No. Place:**

 **Date:**

From

 The Headmaster/Headmistress/Principal

 …………………………………………

To

 The Corporate Manager,

 Corporate Educational Agency,

 Diocese of Palai.

Dear & Rev. Fr,

Sub:- Declaration of probation in respect of Sri/Smt/Sr/Fr. ………………………………… – reg -

 I may report the following in support of declaration of probation of Sri/Smt. ………………………………… (Here enter the name and designation of the employee).

 The work and the conduct of Sri/Smt. …………………………………. during the probationary period was satisfactory/ not satisfactory.

 He/She has passed a Government approved computer course, the name and subjects of which are …………. ……………………………………………………………………………………………………. (Mention the name & subjects of course). The duration of the course is more than 45 hours. (Copy of certificate enclosed).

 His/Her service particulars to be taken for declaration of probation in the cadre of …………………... (Here enter the designation of the probationer) are given below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No**  | **Period of service** | **Y** | **M** | **D** | If on leave other than ML and CL give particulars of leave granted showing holidays prefixed/ suffixed to leave. | **Remarks** |
| **From** | **To** |
|   1 |  |  |  |  |  |  |  |
|   2 |  |  |  |  |  |
|  | **Total** |  |  |  |

 I, therefore, recommend/ not recommend declaration of probation of Sri/Smt…………….. …………………………….. from the F.N. of …………………….

 Yours faithfully,

 Headmaster/Headmistress/Principal

*Note: 1. A short-term course contains MS-Office/Open office package, Internet, web access etc. based on Microsoft scheme having the duration of at least 45 hours, should be passed by the probationer.*

 *2. In case, the work and conduct of the employee is not satisfactory, the fact should be reported to the Manager at least one month in advance before the completion of probationary period.*