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From the desk of....

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Dear Mrs Anderson,

I have got the letter you sent regarding the formal conduct/attendance/performance meeting that is dated 21/09/2020, this was sent to my house in the post on 23/09/2020, I am therefore responding within the 5 day's time requested from receiving the letter.

I want to just say I am really sorry to Lisa Morris for my attitude on 10/09 on the Skype chat I had with her.

I would also just like to say I'm sorry for missing the probation meeting which was scheduled for the 18/09, I made a mistake with the date thinking it was to be held on the 24/09, instead of the 18/09. I had no intentions of missing the meeting, it was simply just a mistake I made by not reading the email properly, but my intention was to never miss the meeting.

I would like to appeal the decision of terminating my apprenticeship, I am in the process of writing the appeal now.

I understand that I have been invited to a meeting where a decision is going to be made to terminate my employment. I know that I have rejected help in the past from the MOD, but I would like my Dad (Heath Turck) to please be there at this meeting to help me and offer support. It is important for me, to have him by my side to help me with what to say.

If the appeal is approved, I am still very much interested in doing the Software Development apprenticeships, I have a very good understanding of Python and JavaScript, having studied programming at GCSE and BTEC level for 4 years. I know that this apprenticeship would be perfect for me and would suit my interests exactly. I know a huge amount more about programming and would be a very valuable asset. I know that things have been difficult, but I have felt so disappointed and unhappy about the digital technician apprenticeship, it was very frustrating.

I look forward to the meeting, and hope that I can continue my employment at the MOD on the software development apprenticeship, or if that is not possible at least to end on good terms.

Kind regards,



Jared Turck