

Probation Period Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Confirmation of Probation Period

Dear [Employer's Name],

I am writing to confirm the details of my probation period as discussed during my onboarding process. As per our conversation, my probationary period will last for [duration of probation period], starting from [start date] and concluding on [end date].

I understand that during this time, my performance will be evaluated and that I will receive feedback to ensure I meet the expectations of my role as [Job Title]. I am committed to contributing positively to the team and enhancing my skills to align with the company's goals.

Thank you for this opportunity. I look forward to working together and achieving great results.

Sincerely,

[Your Name]