

# Employee Probationary Period Guidelines

Dear [Employee's Name],

Welcome to [Company Name]! As part of our onboarding process, we would like to outline the guidelines regarding your probationary period.

## Probationary Period Duration

Your probationary period will begin on [start date] and will last for [duration, e.g., 90 days].

## Performance Evaluation

During this time, your performance will be evaluated regularly. You will receive feedback at [frequency of feedback, e.g., weekly, monthly].

## Support and Resources

Please feel free to reach out to your supervisor, [Supervisor's Name], for guidance and support during this period.

## Outcome of Probation

At the end of your probationary period, you will receive a formal assessment. Depending on your performance, your employment may be confirmed or further probation may be necessary.

If you have any questions regarding your probationary period, please do not hesitate to ask.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]