

# Employment Probationary Terms and Conditions

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

**Dear [Employee Name],**

We are pleased to inform you that you have been offered a position at [Company Name]. This letter outlines the terms and conditions of your probationary period, which will last for [duration] starting from [start date].

## **Probationary Period Details:**

- **Duration:** [Duration of probation]
- **Evaluation:** Your performance will be reviewed at the end of this period.
- **Termination:** Either party may terminate this agreement with [notice period] notice.
- **Benefits:** During the probation, you will be eligible for [list any benefits].

Your immediate supervisor during this period will be [Supervisor's Name]. Please feel free to reach out with any questions regarding your role or the company policies.

We look forward to your contributions and wish you success during your probationary period.

## **Acceptance:**

If you agree to the terms laid out in this letter, please sign and return a copy to us by [return date].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

**Employee Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_