

# Establishing Communication Standards During Probation

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Communication Standards During Your Probation Period

Dear [Employee's Name],

Welcome to [Company Name]. As you begin your probation period, we want to ensure that you have a clear understanding of our communication standards to facilitate a smooth transition into your new role.

## Communication Guidelines

- Maintain open lines of communication with your supervisor and team members.
- Provide regular updates on your projects and seek feedback.
- Respond to emails and messages within [insert time frame].
- Attend all scheduled meetings and contribute positively.
- Address any concerns or challenges promptly.

Please feel free to reach out if you have any questions or need clarification on these standards. We are here to support you during this time.

Best regards,

[Supervisor's Name]

[Supervisor's Job Title]

[Company Name]

[Contact Information]