

Job Expectations During Probationary Period

Date: [Insert Date]

To: [New Hire's Name]

Position: [Job Title]

Department: [Department Name]

Dear [New Hire's Name],

Welcome to [Company Name]! We are excited to have you join our team as a [Job Title]. As you begin your employment, we would like to outline the expectations during your probationary period, which lasts for [Duration of Probation].

Performance Expectations

- Adherence to Company Policies and Procedures
- Achievement of [Specific Goals or Metrics]
- Participation in Team Meetings and Training Sessions
- Regular Feedback Requests and Self-Assessment

Professional Development

We encourage you to seek guidance from your supervisor, [Supervisor's Name], who will be your primary point of contact during this period. You will also have access to various training resources to assist in your development.

Evaluation Process

Your performance will be reviewed at the end of the probationary period. We will assess your contributions and fit within our team, providing feedback to support your continued growth.

If you have any questions or need additional information, please feel free to reach out.

We wish you success in your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]