

Probation Period Roles and Responsibilities

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Outline of Roles and Responsibilities During Probation

Dear [Employee's Name],

Welcome to [Company Name]! As you begin your probation period, I would like to outline your roles and responsibilities to ensure clarity and alignment.

Roles and Responsibilities:

1. **Job Performance:** Deliver high-quality work aligned with your job description.
2. **Attendance:** Maintain regular attendance and notify your supervisor of any absences.
3. **Team Collaboration:** Engage with team members and contribute positively to overall team dynamics.
4. **Feedback:** Be open to receiving constructive feedback and actively seek guidance when needed.
5. **Training:** Participate in all required training sessions and complete assigned modules.

Your success during this probation period is important to us, and we encourage you to reach out with any questions or concerns.

Best regards,

[Your Name]

[Your Title]

[Company Name]