

# Probation Advising Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

As part of our ongoing efforts to support your professional development and ensure you meet the expectations of your role, we are placing you on probation for a period of [insert duration]. This period will allow you to improve upon specific performance areas that have been identified as needing attention.

## Performance Improvement Plan

During this probation period, the following goals and expectations have been established:

- [Goal 1: Description]
- [Goal 2: Description]
- [Goal 3: Description]

You will receive guidance and support from your supervisor, [Supervisor's Name], who will schedule regular check-in meetings with you to discuss your progress. It is important that you actively participate in these discussions and implement the feedback you receive.

We are committed to providing you with the resources and assistance necessary for your success. Your improvement will be reviewed on [insert review date], at which point we will determine the next steps in your employment.

Please acknowledge your receipt of this letter and your understanding of the outlined expectations by signing below.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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Employee's Signature: \_\_\_\_\_

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