

# Trial Period Agreement Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an agreement to maintain the trial period of [insert duration] for the position of [insert position/title] at [Company Name]. The trial period will commence on [start date] and will conclude on [end date]. During this period, both parties will assess suitability for continued engagement.

We agree to the following terms:

- Duration of Trial Period: [insert duration]
- Responsibilities: [insert responsibilities]
- Compensation: [insert compensation details]

Upon completion of the trial period, we will review the performance and decide on the continuation of employment.

Please sign below to confirm your acknowledgment and agreement to the terms outlined above.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]

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[Recipient Name]  
Date: \_\_\_\_\_