

Trial Duration Reaffirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally reaffirm the agreed-upon duration of my trial period, which is set to conclude on [insert end date].

During this trial period, I have been dedicated to demonstrating my capabilities and contributions to the team. I believe I have made significant progress and would welcome your feedback on my performance so far.

Thank you for your guidance and support. I look forward to your continued feedback as I strive to meet the expectations set forth during this trial.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]