

Trial Period Agreement Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your trial period agreement with [Company Name] for the position of [Job Title]. As discussed, your trial period will commence on [Start Date] and will end on [End Date]. During this period, you will be expected to demonstrate your ability to meet the expectations and performance standards required for your role.

Your trial period will be evaluated based on [mention evaluation criteria, if any], and feedback will be provided at regular intervals.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter by [Return Date].

We look forward to having you on board and wish you success during your trial period.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]