

Trial Period Expectations Outline

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Trial Period Expectations

Dear [Employee's Name],

As you begin your trial period with [Company Name], I would like to outline the expectations to ensure clarity and mutual understanding. This trial period will last from [Start Date] to [End Date].

Performance Goals:

- Understand and adhere to company policies and procedures.
- Meet project deadlines with quality deliverables.
- Demonstrate effective communication with team members.

Feedback and Evaluation:

We will conduct weekly check-ins to discuss your progress, address any concerns, and provide feedback. A formal evaluation will occur at the end of the trial period.

Support and Resources:

You will have access to [List any resources or support available], and I encourage you to ask questions as needed.

We are excited to have you on board and look forward to your contributions during this trial period. If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]