

Trial Period Formal Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to formally acknowledge the start of your trial period with [Company Name] as [Job Title]. Your trial period will commence on [Start Date] and will continue for a duration of [Duration, e.g., three months].

During this time, you will have the opportunity to familiarize yourself with your role and our company culture, while also allowing us to assess your fit within our team.

Please note that during the trial period, your performance will be reviewed regularly to ensure alignment with our expectations.

We look forward to working with you and are excited about the contributions you will make during this period.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]