

Trial Period Policy Explanation

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to welcome you to [Company Name]. As part of your employment, you will be subject to a trial period of [insert duration, e.g., 3 months]. This trial period is designed to assess your performance, integration into the team, and overall fit within the company.

During this time, we will provide you with the necessary support and resources to help you succeed in your role. Regular feedback will be provided to ensure you are on track and to address any questions or concerns you may have.

At the end of the trial period, a review will be conducted to evaluate your performance, and decisions regarding your permanent placement in the company will be made accordingly.

Please feel free to reach out to [Supervisor/HR contact] if you have any questions regarding this policy.

We look forward to your contributions and wish you the best of luck during your trial period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]