

Trial Period Responsibilities Clarification

Dear [Employee's Name],

We would like to take a moment to clarify your responsibilities during your trial period at [Company Name]. This letter outlines the key expectations we have for you in your role as [Job Title].

Your Responsibilities

- Complete assigned tasks by deadlines.
- Engage with team members and attend all scheduled meetings.
- Demonstrate learning and application of necessary skills.
- Provide feedback and report any challenges you encounter.
- Adhere to company policies and procedures.

We believe that clear communication is key to our success, and we encourage you to reach out with any questions or concerns regarding your responsibilities. We are excited to support you in your role and help you succeed during this trial period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]