

Trial Period Terms Discussion

Dear [Employee's Name],

I hope this message finds you well. As part of our onboarding process, we would like to discuss the terms and expectations associated with your trial period at [Company Name]. This trial period is designed to assess your fit within our team and your alignment with our company goals.

Trial Period Duration

The trial period will last for [duration], commencing on [start date] and concluding on [end date].

Performance Evaluation

During this time, we will conduct regular evaluations to provide feedback regarding your performance. The key areas of focus will include:

- Quality of Work
- Team Collaboration
- Adherence to Company Policies
- Communication Skills

Support and Resources

We encourage you to ask questions and seek support from your supervisor and colleagues. Resources to assist you during this period include [list of resources].

Conclusion

We are excited to have you as part of our team and look forward to your contributions. Please feel free to reach out should you have any questions regarding your trial period.

Sincerely,
[Your Name]
[Your Position]
[Company Name]