

Probationary Employment Offer

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a probationary position at [Company Name] as a [Job Title]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

This is a probationary employment period of [Duration of Probation] during which your performance will be evaluated. Your initial salary will be [Salary Amount] per [hour/year]. You will also be eligible for the following benefits: [List Benefits].

Upon successful completion of your probation period, we will review your performance and discuss further employment terms.

Please sign and return this letter by [Date] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]

I accept the terms of this probationary employment offer.

[Employee's Signature] _____

[Date] _____