

# Trial Period Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position as [Job Title] at [Company Name]. This offer is contingent upon a trial period of [insert duration, e.g., 3 months], which will start on [insert start date]. During this time, both you and the company will have the opportunity to evaluate the fit for continued employment.

Your starting salary will be [insert salary] per [insert timeframe, e.g., year, month, week], and you will report to [Supervisor's Name/Position]. During the trial period, you will be eligible for [list any benefits, if applicable].

Upon successful completion of the trial period, we will review your performance and discuss the possibility of offering you a permanent position with the company.

Please confirm your acceptance of this offer by signing below and returning this letter by [insert deadline]. If you have any questions, feel free to reach out to me at [insert contact information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

---

[Candidate's Name] - Accepted