horizontal line**3 Months Employment Probation Period Letter**

**[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Date]**

**[Employee Name]  
[Employee Address]  
[City, State, ZIP Code]**

**Subject: 3 Months Employment Probation Period**

Dear [Employee Name],

We are pleased to confirm your appointment as [Job Title] with [Company Name], effective from [Start Date]. Your employment will be subject to a probationary period of **three months**, during which your performance and suitability for the role will be assessed.

### **Terms of the Probation Period:**

1. **Probation Duration:**The probationary period will last for **3 months**, concluding on [End Date].
2. **Performance Evaluation:**Your performance will be reviewed periodically during this time, and feedback will be provided.
3. **Confirmation of Employment:**At the end of the probation period, a formal review will determine if your employment will be confirmed.
4. **Termination During Probation:**Employment may be terminated during the probationary period with [number of days’/weeks’] notice.

Please sign below to acknowledge and accept the terms of this probation period.

Sincerely,  
**[Manager’s Name]**[Job Title]  
[Company Name]

**Employee Acknowledgment**

I, [Employee Name], acknowledge and accept the terms of this 3-month probationary period.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_