
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: _____