
6 Months Employment Probation Period Letter

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Subject: 6 Months Employment Probation Period

Dear [Employee Name],

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

Terms of the Probation Period:

1. Probation Duration:

The probationary period will last for **six months**, concluding on [End Date].

2. Performance Evaluation:

We will evaluate your performance throughout this period, and feedback will be provided on a regular basis.

3. Confirmation of Employment:

At the end of the six-month probationary period, your employment will be reviewed to determine confirmation of your permanent status.

4. Termination During Probation:

Either party may terminate the employment during the probationary period with [number of days'/weeks'] notice or pay in lieu of notice.

Please sign below to acknowledge your understanding and acceptance of these terms.

Sincerely,

[Manager's Name]

[Job Title]

[Company Name]

Employee Acknowledgment

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

Signature: _____

Date: _____