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# 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: \_\_\_\_\_