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# 90 Day Employment Probation Period Letter

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

**Subject: 90 Day Employment Probation Period**

Dear [Employee Name],

We are delighted to confirm your appointment as [Job Title] with [Company Name], commencing from [Start Date]. Your employment will be under probation for **90 days** to assess your performance and overall suitability for this role.

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

### **1. Probation Duration:**

Your probationary period will extend for **90 days**, ending on [End Date].

### **2. Performance Evaluation:**

Your progress will be regularly evaluated, and feedback will be given during this period.

**3. Confirmation of Employment:**

At the end of the 90-day period, your performance will be reviewed, and a decision regarding permanent employment will be made.

**4. Termination During Probation:**

Either party may terminate the employment during the probation period with [number of days'/weeks'] 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 90-day probationary period.

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

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