horizontal line**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_