
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: _____