
Government Employment Probation Period Letter

[Government Department Name]

[Department Address]

[City, State, ZIP Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Subject: Government Employment Probation Period

Dear [Employee Name],

We are pleased to confirm your appointment to the position of [Job Title] with [Government Department Name], effective from [Start Date]. As per government employment regulations, your employment will be subject to a probationary period of [duration, e.g., six months].

Terms of the Probation Period:

1. Probation Duration:

The probationary period will be [duration], ending on [End Date].

2. Performance Evaluation:

Your performance, compliance with policies, and conduct will be evaluated regularly.

3. Confirmation of Employment:

At the conclusion of the probation period, a formal review will be conducted to determine your ongoing employment status.

4. Termination During Probation:

Either party may terminate employment during the probation period by providing [number of days'/weeks'] notice, in accordance with government employment policies.

Please acknowledge receipt and understanding of this probationary period by signing below.

Sincerely,

[Manager's Name]

[Job Title]

[Government Department Name]

Employee Acknowledgment

I, [Employee Name], acknowledge and accept the terms of this government employment probation period.

Signature: _____

Date: _____