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