

Sample New Hire Probation Letter

Dear [New Hire Name],

We are pleased that you have chosen to accept our offer of employment for [job title/position], and look forward to your first day of work on [date]. We believe you will find working at [Company name] to be a rewarding experience.

[Company name] uses a [30/60/90] day probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided an employee handbook, documentation, training and performance feedback during that time frame as part of your on-boarding.

At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular [full time/part time] employees as outlined in the employee handbook.

You, like all employees of [Company name], will become a regular [full-time/part-time] employee, subject to the at will employment doctrine described in our employee handbook.

We wish you great success in your new position.

Executive Signature

Date

I, _____, have read and understood the probationary policy.
Print full name

Signature

Date