

Appointment Letter for Probationary Period

Subject: Appointment on Probation - [Position Title]

Dear [Candidate Name],

Welcome to [Company Name]! This letter confirms your appointment as [Position Title] on a probationary basis starting [Start Date].

Probation Period:

You will be on probation for [Duration, typically 3-6 months]. During this period, your performance, conduct, and suitability for the role will be evaluated. Based on satisfactory performance, you will be confirmed as a permanent employee.

Job Responsibilities:

You will be responsible for [Detailed List of Duties and Responsibilities]. Your immediate supervisor [Name] will guide you through your initial period and conduct regular feedback sessions.

Compensation During Probation:

Your monthly salary during probation will be [Amount]. Upon confirmation, your salary will be reviewed and adjusted to [Amount/as per company policy].

Probation Terms:

1. During probation, either party may terminate employment with [Shorter Notice Period] notice without cause.
2. You will undergo training and orientation programs.
3. Performance will be assessed at [30/60/90] day intervals.
4. Benefits such as [specific benefits] will commence only after confirmation.
5. Extension of probation may occur if performance requires additional evaluation time.

Your confirmation will be communicated in writing upon successful completion of probation. Please acknowledge your acceptance of these terms.

Sincerely,

[Name]

[Title]

[Company Name]

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