

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Performance Expectations for Probationary Period

Dear [Employee Name],

Welcome to [Company Name]. As part of your onboarding process, you will serve a probationary period of [Number of Days/Months], ending on [End Date]. During this time, we will evaluate your performance and suitability for the role.

To ensure your success, we have outlined the following performance expectations and goals:

- **Job Knowledge:** Develop a proficient understanding of [Specific System/Process] within the first [Number] days.
- **Quality of Work:** Complete assigned tasks with high accuracy and minimal errors, following company standards.
- **Attendance and Punctuality:** Maintain consistent attendance and adhere to the scheduled working hours of [Start Time] to [End Time].
- **Communication:** Actively participate in team meetings and provide regular status updates to your supervisor.
- **Specific Objective:** [Insert a specific, measurable goal here].

We will hold formal progress reviews on the following dates:

- 30-Day Review: [Date]
- 60-Day Review: [Date]
- Final Probationary Review: [Date]

Please note that completion of the probationary period does not guarantee continued employment, as all employment remains "at-will." We are committed to supporting your professional growth and look forward to your contributions to the team.

Please sign below to acknowledge that you have received and understood these expectations.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____