

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]. We are pleased to have you join our team as a [Job Title].

This letter outlines the expectations and objectives for your probationary period, which begins on [Start Date] and is scheduled to conclude on [End Date]. This period is designed to evaluate your suitability for the role and to help you integrate into our company culture.

Probationary Objectives:

- Complete all initial onboarding and safety training modules.
- Gain proficiency in [Specific Software/Tool/Process].
- Demonstrate an understanding of our core values and internal policies.
- Meet the specific performance targets outlined in your job description.

Performance Reviews:

During this period, you will receive regular feedback. Formal check-ins are scheduled for [Insert Dates/Intervals, e.g., Day 30 and Day 60]. At the end of the probationary period, a final review will determine your transition to permanent status.

Support and Resources:

Your supervisor, [Manager Name], will be your primary point of contact for guidance. We encourage you to ask questions and seek clarification as you settle into your new position.

We look forward to your contributions and wish you a successful start with [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]