



Employee Probationary Period Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our onboarding process, we have established a probationary period policy to ensure a smooth transition for new employees.

During the probationary period, new employees will be closely monitored and evaluated to assess their performance and fit within the organization. This period typically lasts for [insert duration] and may be extended under certain circumstances.

Throughout the probationary period, new employees will receive regular feedback and support from their managers to help them succeed in their roles. At the end of the probationary period, a formal evaluation will be conducted to determine whether the employee will be confirmed in their position or if further action is necessary.

It is important for new employees to familiarize themselves with our company policies and procedures during the probationary period. This will help them integrate into the organization and contribute to our overall success.

For more information on our probationary period policy, please refer to our employee handbook [insert link to employee handbook]. If you have any questions or concerns, please do not hesitate to reach out to your HR representative.

We look forward to working with you and supporting you in your new role. Welcome aboard!