

[Your Organization's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

Subject: Acceptance into [Training Program Name] – Probationary Period Included

We are pleased to inform you that you have been accepted into the [Training Program Name] at [Organization Name]. Your enrollment reflects our confidence in your potential to benefit from and contribute to this program.

Please note that your acceptance is subject to a probationary period of [duration, e.g., three months], commencing on your first day of training. This probation is intended to ensure that you are able to meet the expectations and standards of the program.

Probationary Period Details:

- **Duration:** [Start Date] to [End Date]
- **Performance Evaluation:** You will be assessed on criteria including but not limited to attendance, skill acquisition, participation, conduct, and adherence to program policies.
- **Review Process:** At the end of the probationary period, your performance will be reviewed by the training team. You may receive feedback throughout the probation to support your development.
- **Continuation in Program:** Successful completion of probation, as determined by meeting or exceeding the required standards, will result in your full acceptance into the program. Failure to meet requirements may result in discontinuation of your participation.

We are committed to supporting you throughout your learning journey. Please confirm your acceptance of this offer and acknowledgement of the probationary terms by signing and returning a copy of this letter by [confirmation deadline].

Should you have any questions regarding your acceptance or the probationary period, please contact [Contact Person] at [Contact Email/Phone Number].

We look forward to welcoming you to the [Training Program Name] and wish you success during your probation period and beyond.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]

Acceptance and Acknowledgement

I, [Candidate's Name], hereby accept the offer to join the [Training Program Name] and understand the conditions of the probationary period as described above.

Signature: _____ Date: _____