

# Sample Acceptance Letter with Probation Period Terms and Conditions

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Employee Name],

Subject: Employment Acceptance and Probation Period Terms

We are pleased to inform you of your appointment to the position of [Job Title] at [Company Name] effective from [Start Date]. Your employment will initially be subject to a probationary period of [Number of Months, e.g., six (6) months].

## Probation Period Terms and Conditions

- **Duration:** The probation period will commence on your start date and will continue for a period of [Number of Months] months.
- **Performance Evaluation:** During the probationary period, your work performance, punctuality, behavior, and overall suitability for the role will be assessed through regular reviews.
- **Confirmation of Employment:** At the end of the probation period, your employment status will be reviewed. Successful completion may result in confirmation as a permanent employee. If your performance does not meet the required standards, the probation period may be extended, or the employment terminated, based on management's discretion.
- **Termination:** Either party may terminate the employment during the probation period by providing [Notice Period, e.g., one (1) week's notice] or payment in lieu of notice as per company policy.
- **Benefits:** During the probationary period, you will be entitled to benefits as outlined in the company policy attached/enclosed. Some benefits may become effective only upon confirmation of employment.
- **Company Policies:** Please note that your continued employment is subject to compliance with company rules, regulations, and policies as amended from time to time.

We look forward to welcoming you to the team. Kindly sign and return a copy of this letter as an acknowledgment and acceptance of the above terms and conditions.

If you have any questions, please do not hesitate to contact [HR Contact Name] at [HR Phone/Email].

Congratulations and welcome aboard!

Sincerely,  
[Your Name]  
[Your Designation]  
[Company Name]

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Employee Signature

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Date