

# Probationary Period Agreement

This Probationary Period Agreement ("Agreement") is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Employee Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Department** \_\_\_\_\_

**Start Date** \_\_\_\_\_

## 1. Probationary Period

The Employee shall undergo a probationary period of \_\_\_\_\_ months, commencing from the Start Date mentioned above.

## 2. Purpose

The probationary period is intended to assess the Employee's suitability for the position in terms of performance, conduct, capability and compatibility with the company's values and culture.

## 3. Review & Confirmation

At the end of the probationary period, the Employee's performance will be reviewed. Upon satisfactory completion, employment may be confirmed in writing. Otherwise, the probationary period may be extended or employment may be terminated.

## 4. Termination During Probation

Either party may terminate the employment during the probationary period by providing \_\_\_\_\_ days/weeks written notice.

## 5. Other Terms

All other terms and conditions of employment, as stated in the Employee Handbook or offer letter, shall apply during the probationary period unless otherwise specified.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employer/Authorized Signature

Date: \_\_\_\_\_