

# Probationary Job Offer Letter

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

**Candidate Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

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

Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ with [Company Name], subject to the terms and conditions outlined below.

## 1. Commencement and Probationary Period

Your employment will commence on \_\_\_\_\_. The position is offered on a probationary basis for a period of \_\_\_\_\_ months. During this time, your performance and suitability for the role will be regularly reviewed.

## 2. Salary and Benefits

Your gross monthly salary will be \_\_\_\_\_, payable in accordance with the Company's payroll policies. Other benefits, if any, will be communicated separately.

## 3. Duties and Responsibilities

You are expected to perform the duties and responsibilities as assigned, and to comply with all company policies and procedures.

## 4. Termination During Probation

During the probationary period, either party may terminate employment with [notice period or without notice].

## 5. Confirmation of Employment

Upon successful completion of the probation period, your employment may be confirmed in writing. If your performance is found unsatisfactory, the company reserves the right to extend your probation or terminate your employment.

## 6. Acceptance of Offer

Please sign below to confirm your acceptance of this offer and return a copy to us.

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Employee Signature \_\_\_\_\_  
Date: \_\_\_\_\_

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Authorized Signatory \_\_\_\_\_  
Date: \_\_\_\_\_