This Probationary Period Agreement ("Agreement") is entered into between ABS Company ("Company") and the employee, Sarah Johnson ("Employee"). This Agreement sets forth the terms and conditions governing the Employee’s probationary period upon commencement of employment.

**1. Duration of Probation**

The probationary period shall commence on the Employee’s start date and continue for a fixed duration of **three (3) months**. This period allows both the Company and the Employee to assess suitability for the role and overall fit within the organization.

**2. Evaluation Criteria**

Throughout the probationary period, Employee performance will be evaluated based on the following key criteria:

* **Performance:** Quality and timeliness in completing all assigned duties and responsibilities.
* **Attendance and Punctuality:** Adherence to the agreed working hours with minimal unapproved absences or lateness.
* **Conduct and Behavior:** Compliance with Company policies, teamwork, communication, and professionalism.

Regular feedback will be provided by the designated manager, Michael Lee, to support development and address any areas of concern.

**3. Possible Outcomes**

Upon completion of the probationary period, the Company shall determine one of the following outcomes:

* **Confirmation of Employment:** Employee successfully meets all criteria and is confirmed as a permanent employee.
* **Extension of Probation:** If further assessment is necessary, the probation may be extended for an additional period not exceeding three (3) months.
* **Termination of Employment:** If performance or conduct is unsatisfactory and deemed not suitable for continuation, employment may be terminated with appropriate notice in accordance with Company policies and applicable law.

**4. Obligations During Probation**

Both parties agree to the following obligations during the probationary period:

**Employee Responsibilities:**

* Comply fully with all Company policies and procedures.
* Attend all scheduled meetings, trainings, and performance reviews.
* Maintain regular attendance and notify the manager promptly of any absences.
* Actively engage with feedback and take steps towards improvement where necessary.

**Employer Responsibilities:**

* Provide necessary guidance, training, and resources to enable the Employee’s success.
* Conduct periodic evaluations and provide honest, constructive feedback.
* Communicate any concerns promptly and fairly.
* Ensure compliance with all applicable employment laws and regulations.

**5. Acknowledgment and Signatures**

By signing below, both parties acknowledge understanding and acceptance of the terms of this Probationary Period Agreement.

| **Employee Name** | **Sarah Johnson** |
| --- | --- |
| Manager Name | Michael Lee |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*This Agreement forms part of the Employee’s contract of employment and is intended to ensure clarity and fairness during the probationary period at ABS Company.*

Picture of signature

Olivia Wilson

Manager