**New Hire Probation Letter Format**

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| [Recipient’s Name]  [Recipient’s Address]  [Date]  [Sender’s Name]  [Company Name]  [Address]  [Subject]  Dear [Recipient’s Name],  This letter serves to confirm our recent discussion concerning your employment at [Company Name]. Your commencement in the [dept] is scheduled for [date]. As per [rule no.], all new regular employees are subject to a probationary period lasting [X] months. This period aims to enable the company to assess your suitability and qualifications for the designated role, with the ultimate decision resting solely with the Company.  During this probationary period, your performance will be evaluated based on the following criteria:  [Mention the performance measurement areas]  We will reconvene on [date] to discuss your position within [Company Name]. If you have any questions or require further information before your start date, please feel free to reach out. We look forward to welcoming you aboard and wish you success in your new role.  Regards,  [Name & Designation]  [Signature] |