



## Sample Performance Probation Letter

Date: \_\_\_\_\_  
Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Performance Probation: \_\_\_\_\_

This is to confirm our discussion and to notify you that because of unsatisfactory performance, you are being placed on probation for a period of up to \_\_\_\_\_ days. This probationary period begins \_\_\_\_\_ and ends \_\_\_\_\_. Failure to meet the standards of this probation will result in termination.

In order to successfully complete the probationary period, it will be necessary to meet and maintain the following standards:

(Supervisor includes here the work/improvement plan) \_\_\_\_\_  
\_\_\_\_\_

During this probationary period, your work will be reviewed and discussed with you each week. (Insert day and time) Feel free to discuss with me at any time any problems you may have.

If you are not meeting the terms of this probationary period at any of the predetermined checkpoints, you may be terminated at that time. Also, you may be subject to termination without further probation, if the problem causing the imposition of this probationary period recurs within nine months following successful completion of this probationary period. If you have further questions regarding this stipulation, please see me.

If your performance problem has been the result of a personal situation, I suggest that you take advantage of the professional resources available through our Employee Assistance Plan (EAP).

The successful completion of this probationary period will indicate your desire, (\_\_\_\_\_) to perform all of your job responsibilities in a satisfactory manner. I know that you can accomplish the expectations established and I assure you that I will be available to assist in any way I can. Please feel free to see me at any time the need arises.

Your signature below will indicate your receipt and understanding of the terms of this probation.

\_\_\_\_\_  
**Supervisor Signature** **Date**

\_\_\_\_\_  
**Employee's Signature** **Date**