

Provisional welcome for employees on probation

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join us as [Job Title]. Your initial period with us will be a probationary phase of [X months], during which you will be introduced to your responsibilities and performance expectations.

We are confident in your abilities and believe you will meet the standards required for permanent employment. Throughout this period, you will have access to guidance and support to ensure your success.

We look forward to working with you and hope this marks the beginning of a long and rewarding career at our company.

Sincerely,

[Manager Name]

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