

# Probationary Employee Contract Form Sample

This **probationary employee contract form sample** provides a clear and concise template to outline terms and conditions for new hires during their probation period. It ensures both employer and employee understand their rights and obligations during this initial phase. Utilizing this form helps streamline the onboarding process and set performance expectations.

## Employee Information

Employee Name:

Position:

Department:

Start Date:

Probation Period (e.g., 3 months):

## Terms and Conditions

- The probationary period will last for the duration specified above, commencing from the start date.
- During the probationary period, either party may terminate the employment by providing [notice period] written notice.
- The employee is expected to meet performance expectations and adhere to company policies and procedures.
- At the end of the probationary period, performance will be reviewed and employment may be confirmed, extended, or terminated as per company policy.
- Other terms and conditions of employment are as per the employee handbook/HR policy.

## Acknowledgment

By signing below, both parties agree to the terms and conditions outlined in this probationary employee contract.

Employee Signature:

Date:

Employer Representative Signature:

Date:

Submit