

Probationary Employee Agreement Form

This **probationary employee agreement form sample** in Word format provides a clear and professional template to outline the terms and conditions of a probation period. It ensures both employer and employee understand their rights and responsibilities during the initial employment stage. Using this form helps streamline the onboarding process and protects organizational interests.

Employee Information

Employee Name:

Position/Title:

Department:

Start Date:

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

Terms and Conditions

1. The probation period will last for the duration specified above, commencing from the start date.
2. During probation, the employee's performance and conduct will be reviewed at regular intervals.
3. The employer reserves the right to terminate employment at any time during probation with reasonable notice.
4. Upon satisfactory completion of the probationary period, employment may be confirmed in writing.
5. All company policies and procedures must be followed during the probationary period.

Signatures

Employee Signature:

Date:

Employer/Manager Signature:

Date:

This document is a sample template. Customize as needed for your organization's requirements.