

## **[Company Name]**

### **Probationary Period Policy (Sample)**

#### ***Policy:***

The probationary period is intended to supply new employees the opportunity to demonstrate their ability to achieve a goal of a satisfactory level of performance. It also supplies them with the ability to determine whether the new position meets all of their expectations. [Company Name] will use this period to evaluate the employee's capabilities, work ethics and overall job performance. The company or the employee can end the employment relationship at will at any time during or after the probationary period with or without cause or advance notice.

The first 90 calendar days after the employee's hire date all new and rehired employees work on a probationary basis. If there are any significant employee absences, then the probationary period will be extended by the length of the absence. If the company determines the probationary period doesn't allow ample time to evaluate the employee's performance, the probationary period may be extended for a specified period.

The employee's department manager will work closely with them on all aspects of their training understanding and responsibilities during this period. [Company Name] encourages all new or rehired employees to get to know their fellow coworkers and managers quickly as this tends to help them succeed with our company. We expect the employee to also become familiar with other relevant information about the company including the company's rules and regulations.

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Employee's Signature

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Date

Revised Date: \_\_\_\_\_