

**Date:** 02-08-2021

## LETTER OF TRIAL PERIOD

**Employee ID:** APD-1234

**Name:** John Smith

**Designation:** Manager Business Intelligence

**Address:** E-105, Block 10, Bhayani Avenue, Nazimabad No 5, Karachi

Respected John Smith,

We are pleased to offer you a position of **Accountant** in the **Business Process Automation** department with effect from **02-08-2021**.

Please be informed, in view of your skills and experience in relation to the requirements of the post, there will be a probationary trial period of 3 month(s) which is necessary to assess the suitability of the post offered. This offer is dependent upon the overriding condition that you satisfactorily complete a trial period of 3 month(s) during which your performance will be closely monitored.

After completion of your trial period, you will be assessed. In-case of non-satisfactory performance you will be reverted back to your previous position with the company.

Regards,

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**HR Department**  
**Appedology Pvt. Ltd.**