



Dear _____,
[New Hire Name]

Total Surface Concepts has a 90-day probation period for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. Final determination on permanent position will be at the end of the 90-day probation period.

We wish you great success in your new position.

I, _____, have read and understood the probationary policy.
[Print - New Hire Name]

Signature: _____

Date: _____