

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name] on a trial basis. This trial period is intended to allow both you and the company to assess your fit for the role and our work environment.

**Trial Period Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Duration:** [e.g., 90 Days]
- **Compensation:** \$[Amount] per [Hour/Month]
- **Reporting Manager:** [Manager Name]

**Terms of the Trial:**

During this period, you will be expected to perform the following duties: [Briefly list key responsibilities]. Performance evaluations will be conducted at [Intervals, e.g., 30 and 60 days] to discuss your progress.

Please note that participation in this trial period does not guarantee permanent employment. At the end of the trial period, or at any time during the trial, either party may terminate the relationship with [Number] days' notice. Upon successful completion of the trial, a formal offer for a permanent position may be extended.

To accept this offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I accept the terms of the trial period as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_