**Probation & Confirmation Policy Template**

For Indian Companies | Covers Duration, Extension, and Termination Guidelines

**1. Purpose**

This policy outlines the framework for managing the probation period of newly hired employees and the subsequent confirmation of their employment based on performance and conduct.

**2. Scope**

This policy applies to all new full-time employees unless otherwise specified in their employment contract. It may also apply to trainees, interns, and contract employees at the discretion of management.

**3. Duration of Probation**

The standard probation period is typically **3 to 6 months** from the date of joining, as stated in the employee’s offer letter. During this time, the employee’s performance, conduct, and fit with the organization are assessed.

**4. Performance Review During Probation**

A formal performance review will be conducted by the reporting manager in coordination with HR at the end of the probation period. Assessment criteria include:

* Job knowledge and execution
* Communication and teamwork
* Punctuality and discipline
* Cultural and value alignment

**5. Confirmation Criteria**

An employee may be confirmed in service upon:

* Receiving a satisfactory performance review
* Meeting expected conduct and responsibility standards
* Receiving approval from the reporting manager and HR

**6. Extension of Probation**

If an employee’s performance is not yet satisfactory but shows potential, the probation period may be extended for up to **3 additional months**. This extension must be communicated in writing, outlining:

* Areas needing improvement
* Revised performance expectations
* New evaluation date

**7. Termination During Probation**

Employment may be terminated by either party during the probation period.

* The company may terminate employment without assigning a reason, with a notice period of **7 to 15 days** as per the appointment letter.
* The employee may resign with similar notice.

**8. Roles & Responsibilities**

* **Reporting Manager:** Responsible for tracking and documenting performance.
* **HR Department:** Coordinates evaluations and issues confirmation or extension letters.
* **Employee:** Expected to perform duties responsibly and seek feedback during probation.

**9. Final Confirmation**

On successful completion of the probation period and a positive review, a **Confirmation Letter** will be issued by HR. The employee will then be eligible for additional employment benefits as defined by company policy.

**10. Review & Amendments**

This policy may be reviewed and modified periodically by HR in accordance with business needs or regulatory changes.