**Template: Appointment into a Position Requiring a Probationary Period**

[Date]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Appointment into Position Requiring a Probationary Period**

Dear [NAME]:

In accordance with [Insert CBA Article or Personnel Policies for Staff Members-22: Probationary Period], this is to inform you that based on your appointment into [position title] you are required to serve a probationary period. [*If applicable*: XX months of your prior service in [limited, per diem, floater position title] shall be applied to your probationary period.] The date of completion of your probationary period will be [Effective Date].

If you have any questions regarding this action or would like to discuss the reasons for this action, please let me know.

Thank you for your contributions to our department and UC Irvine thus far, and I look forward to continuing to work with you in the future.

[Name of Supervisor]

[Title]

[Department]

cc: [Department Head Name, Title]

[Human Resources Business Partner Name, Title]