



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
DIVISION OF PERSONNEL



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Date:

Dear _____ :

I take this opportunity to congratulate you on your new position, the appointment for which is attached hereto.

Please be advised that although the position to which you are appointed to is a permanent one, you do not attain status as a permanent and regular employee (in this position) until you have satisfactorily completed a **probationary period**. Your supervisor will tell you the required length of such probationary period.

The probationary period is intended to be a working test period during which time your immediate supervisor and department head will evaluate your work performance. At the end of the probationary period, your department head will be required to certify whether you have performed satisfactorily. If at that time your services have been satisfactory, you will automatically attain permanent and regular status in the position. If, on the other hand, your services have not been satisfactory, your appointment in the position will be terminated. Notwithstanding the total length of the probationary period authorized in your case, your employment, in the position may be terminated at any time before completion of the period if you are found to be unable or unwilling to perform the duties of the position. There are also provisions whereby the probationary period may be extended upon request of your department head who may feel that more time is needed to appraise your performance.

Please accept my good wishes for successful completion of your probationary period.

Sincerely,

Director

AN EQUAL OPPORTUNITY EMPLOYER