



Name _____ Date _____

Memorandum

To: Supervisors
From: Judy Morgan, Human Resource Manager
Sub: Probation periods

As of February 1st all new employees will be subject to a 3 month probationary period. Medical, holiday and overtime benefits will not apply to new staff members until the full 3 months have expired. After the three months have been completed, please contact your employees and inform them that their probationary period has ended. The HR department will contact you by email 2 days in advance to remind you of the date. Thank you for your cooperation.

1. What is the main purpose of this memo?
 - a. to inform all employees of a new expiration date
 - b. to put staff members on probation
 - c. to introduce the HR department
 - d. to inform supervisors of a change in policy

2. When does the change come into effect?
 - a. today
 - b. in 6 days
 - c. in 3 months
 - d. on February 1st



Name _____ Date _____

Use the words from the Word Box to complete the sentences.

holiday	probation	expired	cooperates	inform
employees	medical	overtime	remind	apply

1. Golden Week is a national _____ in Japan.
2. Don't drink that milk! It has already _____.
3. My father usually gets home at 6pm but today he has to work _____.
4. Please _____ me to buy butter if I forget.
5. The paramedic want to know if you need _____ help.
6. One of the _____ can help you choose a nice computer.
7. _____ me if the angry customer comes back.
8. Beth made a lot of mistakes in the past so now she's on a 6-month _____.
9. If everyone _____, we can finish early.
10. All high school students must _____ to various universities.



Name _____ Date _____

Answer the questions.

1. Who wrote this memorandum? _____

2. Why do people go to Human Resources? _____

3. How long is the probationary period? _____

4. Why are new employees placed on probation? _____

5. Which benefits do not take affect until February 1st? _____

6. What are medical benefits? _____

7. What are holiday benefits? _____

8. What are overtime benefits? _____

9. If you were hired on June 1st, when is your probation over? _____

10. If an employee gets sick before their probationary period is over, can they go to the hospital?

11. If the probationary period ends on December 31st, when will the Human Resource Department send out the email to the supervisors?