

# Probation Evaluation Results

**Date:** [Date]

**To:** [Employee's Name]

**From:** [Manager's Name]

**Subject:** Probation Evaluation Results

Dear [Employee's Name],

We have completed your probationary evaluation as of [Evaluation Date]. After careful consideration, we are pleased to provide you with the following feedback regarding your performance during this period.

## Performance Summary

- Job Knowledge: [Comments]
- Quality of Work: [Comments]
- Communication Skills: [Comments]
- Teamwork: [Comments]
- Attendance and Punctuality: [Comments]

## Overall Evaluation

[Overall evaluation comment, e.g., "You have met the expectations of your role..."]

## Next Steps

[Outline any actions moving forward, such as confirmation of employment status, developmental goals, or future evaluations.]

Thank you for your contributions during your probationary period. We look forward to your continued growth and success with [Company Name].

Sincerely,

[Manager's Name]

[Job Title]