

Probation Feedback Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Probationary Period Feedback

Dear [Employee Name],

We are writing to provide you with feedback regarding your performance during the probationary period, which started on [Start Date] and concluded on [End Date].

Overall, we have observed the following strengths in your performance:

- [Strength 1]
- [Strength 2]
- [Strength 3]

However, we have also identified some areas for improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]

Moving forward, we recommend the following actions to help you succeed:

- [Recommendation 1]
- [Recommendation 2]

We appreciate your efforts during this time and look forward to your continued growth and contributions. Please feel free to reach out if you have any questions or concerns regarding this feedback.

Best regards,

[Manager/Supervisor Name]

[Position]

[Company Name]