

# Probationary Status Review

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a formal review of your probationary status with [Company Name]. As per company policy, your performance has been evaluated based on your initial period of employment.

During this review period, we have assessed your skills, contributions, and overall fit within the team. Here are our observations:

- Strengths: [Detail strengths]
- Areas for Improvement: [Detail areas for improvement]
- Goals Moving Forward: [Detail goals]

Based on this review, we are pleased to inform you that you will be transitioning to permanent employment status effective [Insert Date]. We believe your strengths will continue to contribute positively to our team.

Should you have any questions or wish to discuss this review in detail, please feel free to reach out to me.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]