

Employment Review Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Employment Review Feedback - Probationary Period

Dear [Employee Name],

We would like to take this opportunity to provide you with feedback regarding your performance during your probationary period at [Company Name].

Positive Aspects:

- [Highlight specific strengths or achievements]
- [Highlight contributions to team or projects]
- [Mention any positive feedback from colleagues or clients]

Areas for Improvement:

- [Identify specific areas needing improvement]
- [Suggest ways to enhance performance]
- [Set goals for the remainder of the probation period]

Overall, we appreciate your efforts thus far and are hopeful for your continued growth within the company. Please schedule a meeting with me to discuss this feedback further and any questions you may have.

Thank you for your dedication and hard work.

Best Regards,

[Manager/Supervisor Name]

[Position]

[Company Name]