

Final Probation Feedback

Date: [Insert Date]

To: [Employee's Name]

Job Title: [Employee's Job Title]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to provide you with the final feedback regarding your probationary period with [Company Name]. Your probation started on [Start Date] and concluded on [End Date].

Throughout your probation period, you have demonstrated [list key strengths, skills, and contributions]. Your ability to [specific example] has been particularly noteworthy.

However, we have also identified areas for improvement, including [list areas for improvement]. We encourage you to focus on these areas for your continued professional development.

As a result of your overall performance during this probation period, we are pleased to inform you that you have successfully completed your probation and will be continuing with us as a permanent employee effective [Effective Date].

We look forward to your continued contributions to the team and the success of [Company Name]. If you have any questions or would like to discuss your feedback in detail, please feel free to reach out.

Congratulations and welcome aboard!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]