

Mid-Probation Feedback Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Company: [Company Name]

Dear [Employee's Name],

As we approach the midpoint of your probation period with [Company Name], I would like to take this opportunity to provide you with some feedback regarding your performance thus far.

Performance Highlights

- [Highlight 1: Describe a strength or achievement]
- [Highlight 2: Describe another strength or achievement]
- [Highlight 3: Describe one more strength or achievement]

Areas for Improvement

- [Improvement Area 1: Provide constructive feedback]
- [Improvement Area 2: Provide additional constructive feedback]
- [Improvement Area 3: Provide more constructive feedback]

Please take this feedback into consideration as you continue through the remainder of your probation period. We appreciate your hard work and dedication to [Company Name]. If you have any questions or would like to discuss this feedback in more detail, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]