

# Performance Evaluation Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Evaluation Feedback After Probation

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period at [Company Name]. This letter serves as a formal performance evaluation feedback regarding your time with us.

## Performance Highlights:

- [Highlight 1: e.g., Excellent communication skills]
- [Highlight 2: e.g., Strong teamwork and collaboration]
- [Highlight 3: e.g., Achieved project deadlines efficiently]

## Areas for Improvement:

- [Improvement Area 1: e.g., Time management skills]
- [Improvement Area 2: e.g., Proactive problem-solving]

Overall, your contributions have been valuable, and we look forward to your continued growth and success in your role. Please take this feedback into consideration as you move forward.

Thank you for your hard work and dedication during your probation period.

Sincerely,

[Manager's Name]

[Manager's Title]