

# Performance Feedback - Probationary Phase

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Manager: [Manager's Name]

Dear [Employee Name],

As you approach the completion of your probationary period, I would like to take this opportunity to provide you with feedback regarding your performance thus far.

## Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Overall, your contributions have been valued, and we appreciate your dedication to your role. As we move forward, focus on the listed areas for improvement to continue enhancing your performance.

Please feel free to reach out if you have any questions or would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]