

Post-Probation Feedback

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Position: [Insert Position]

Dear [Candidate Name],

We are pleased to convey our feedback following the completion of your probationary period with [Company Name].

Performance Summary

During your time with us, we have observed the following strengths:

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

Areas for Improvement

We would also like to highlight some areas where we believe further development would be beneficial:

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

Conclusion

Overall, we appreciate your contributions and look forward to your continued growth and success in your role. Please feel free to reach out if you have any questions regarding this feedback.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]