

Feedback on Your Probationary Period

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We would like to thank you for your contributions during your probationary period at [Company Name]. This letter serves to provide you with feedback regarding your performance.

Performance Overview:

[Provide a brief overview of the applicant's performance, strengths, and areas for improvement.]

Specific Feedback:

- [Highlight specific achievements or contributions]
- [Mention any areas where improvement is needed]
- [Provide recommendations for future performance]

Overall, we appreciate your hard work and dedication. We look forward to your continued growth and success within our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]