

# Performance Assessment After Probation

Date: [Insert Date]

Employee Name: [Insert Employee's Name]

Position: [Insert Employee's Position]

Department: [Insert Department]

Dear [Employee's Name],

We appreciate your efforts during your probationary period which ended on [Insert End Date]. After careful evaluation of your performance, we are pleased to provide you with feedback regarding your work.

## Performance Summary:

[Insert summary of performance, including strengths and areas for improvement.]

## Key Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## Areas for Improvement:

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

Based on your performance, we are pleased to confirm your [status - e.g., continuation of employment, extension of probation, etc.].

We look forward to your continued contributions and success within our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]