

Employee Feedback After Completion of Probation

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Over the past [duration of probation], you have demonstrated [mention key strengths, contributions, or achievements].

Your [specific skills or attributes] have positively impacted our team and the overall success of our projects.

As you continue your journey with us, we encourage you to focus on [mention areas for improvement or goals]. We believe that with your dedication, you will excel even further.

Please feel free to reach out if you have any questions or need further guidance. We look forward to your continued growth and contributions at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]