

# Employee Performance Assessment Following Probation

Date: [Date]

To: [Employee Name]

[Employee Address]

## **Subject: Performance Assessment Following Probation Period**

Dear [Employee Name],

We are pleased to inform you that your probation period has come to an end on [End Date]. As part of our evaluation process, we have conducted a thorough assessment of your performance during this period.

### **Performance Summary:**

- Work Quality: [Details]
- Communication Skills: [Details]
- Team Collaboration: [Details]
- Adherence to Company Policies: [Details]
- Areas for Improvement: [Details]

Overall, your performance has been [satisfactory/unsatisfactory]. We appreciate your contributions and are excited to see your growth within the company.

### **Next Steps:**

Based on this assessment, we would like to offer you a permanent position with us. Your official title will be [Job Title], effective immediately.

Please acknowledge receipt of this letter and feel free to reach out if you have any questions or require further clarification.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]