

# Feedback on Your Probationary Period

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. We appreciate your efforts and contributions during this time.

## Strengths:

- [Highlight specific strengths or achievements]
- [Mention any skills or qualities that stood out]

## Areas for Improvement:

- [Suggest areas where growth is needed]
- [Provide constructive feedback]

We are excited to have you continue as part of our team and look forward to your ongoing contributions. Please feel free to reach out if you have any questions or need further guidance.

Best Regards,

[Your Name]

[Your Position]

[Company Name]