

Final Performance Feedback

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

As you complete your probation period with [Company Name], we would like to take this opportunity to provide you with feedback regarding your performance.

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

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

Overall, we appreciate the contributions you have made during your probation period, and we are pleased to inform you that you are being offered a permanent position with [Company Name].

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

Best regards,

[Your Name]

[Your Position]

[Company Name]