

Post-Probation Assessment Feedback

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

From: [Manager/Supervisor Name]

Subject: Guidance and Feedback Following Probation Period

Dear [Employee Name],

Following the completion of your probation period, I would like to take this opportunity to provide you with feedback on your performance and discuss areas for further development.

Strengths Observed:

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

Areas for Improvement:

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

Moving forward, I encourage you to focus on [specific strategies or steps for improvement]. I am confident that with continued effort and dedication, you will succeed in your role.

Please feel free to reach out if you have any questions or if you would like to discuss this feedback in further detail.

Best regards,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]