

Performance Review Feedback

Dear [Employee's Name],

We are pleased to inform you that your probationary period has concluded as of [Date]. We appreciate your contributions and efforts during this time.

Performance Overview

Your performance has been evaluated based on the following criteria:

- Quality of Work: [Feedback]
- Team Collaboration: [Feedback]
- Attendance and Punctuality: [Feedback]
- Adaptability: [Feedback]

Strengths

During your probation, we have observed several strengths:

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

Areas for Improvement

We have also identified some areas where improvement is needed:

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

Next Steps

We encourage you to focus on the areas of improvement and will provide the necessary support to assist you in your development. We look forward to your continued growth and contribution to the team.

Congratulations on successfully completing your probation period!

Sincerely,

[Your Name]

[Your Title]

[Company Name]