

Post-Probation Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Post-Probation Evaluation Comments

Dear [Employee Name],

After completing your probation period with us, I would like to take this opportunity to provide you with some feedback regarding your performance.

Strengths:

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

Areas for Improvement:

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

Overall, your contributions have been valuable, and we appreciate your efforts in adapting to our team. We look forward to seeing your continued growth and success in your role.

If you have any questions or would like to discuss this feedback further, please feel free to reach out.

Best regards,

[Supervisor/Manager Name]

[Company Name]

[Contact Information]