

# Probation Review Outcome

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

**Dear [Employee's Name],**

We are writing to inform you about the outcome of your probation review that took place on [Insert Review Date]. Following discussions with your supervisor and evaluation of your work performance during the probationary period, we have reached the following conclusions:

## **Outcome of the Review:**

[Clearly state the outcome, e.g., "You have successfully completed your probation period" or "Your probation period will be extended for an additional [time frame]"].

## **Recommendations:**

- [Recommendation 1: e.g., "Continue to improve communication skills with team members."]
- [Recommendation 2: e.g., "Attend the upcoming training sessions for professional development."]
- [Recommendation 3: e.g., "Increase participation during team meetings."]

We appreciate your contributions to the team and encourage you to [Insert any motivational statement or additional remarks]. If you have any questions or would like to discuss your review further, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]