

Probation Period Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We would like to take this opportunity to provide you with feedback regarding your performance during your probation period, which began on [Start Date] and will conclude on [End Date].

Performance Overview

Throughout this period, we have observed the following strengths and areas for improvement:

Strengths:

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

Areas for Improvement:

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

We believe that you have considerable potential, and we encourage you to focus on the areas highlighted for improvement.

As a result of this assessment, we would like to confirm the continuation of your employment with [Company Name]. Your official start date will be [Start Date of Permanent Employment].

Please feel free to reach out to your supervisor or the HR team if you have any questions or concerns regarding this feedback.

Best regards,

[Your Name]

[Your Position]

[Company Name]