

# Final Probation Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Job Title]

Department: [Department Name]

Dear [Employee's Name],

We are writing to inform you of the results of your final probation assessment conducted on [Insert Date of Assessment]. This assessment is a critical step in our evaluation of your performance and fit within the team.

Throughout your probationary period, we have monitored your progress in the following areas:

- Job Knowledge and Skills
- Quality of Work
- Communication and Teamwork
- Initiative and Problem Solving

Based on our assessment, we are pleased to inform you that:

[Insert detailed feedback on performance, including strengths and areas for improvement.]

As a result of your performance during the probationary period, we have decided to:

[Insert decision: confirmation of employment, extension of probation, or termination.]

We appreciate your efforts and contributions during this period and look forward to your continued development with us.

If you have any questions or would like to discuss your assessment further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]