

Mid-Probation Review

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

As part of our onboarding process, we conduct a mid-probation review to assess your performance and provide feedback. This meeting will allow us to discuss your progress, address any challenges you may be facing, and outline expectations moving forward.

Review Details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]

Please prepare any questions or concerns you would like to address during the review. We look forward to discussing your experience so far and supporting your growth within the company.

Best regards,

[Your Name]

[Your Position]

[Company Name]