

# Probation Conclusion and Recommendations

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are writing to formally conclude your probationary period, which commenced on [Start Date] and ended on [End Date]. During this period, we have evaluated your performance, conduct, and overall contribution to the team.

Throughout your probation, you have demonstrated [specific qualities, skills, or achievements]. Your ability to [describe specific performance criteria] has been commendable. However, there are areas that require improvement, such as [mention areas for improvement].

## Conclusion

After careful consideration, we are pleased to confirm your position with [Company Name] as a [Position]. Your contributions are valued, and we believe with continued effort, you will excel in your role.

## Recommendations

To further enhance your performance, we recommend:

- Participating in [specific training or development programs].
- Setting specific goals for [mention areas for growth].
- Regularly reviewing your progress with your manager.

We look forward to your continued success and contributions to the team. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]