

Probation Evaluation Summary

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Probation Evaluation Summary

Dear [Employee Name],

As part of your probation period, I am writing to provide you with a summary of your performance evaluation.

Performance Overview

Your performance during the probation period has been evaluated based on the following key areas:

- **Job Knowledge:** [Insert feedback]
- **Work Quality:** [Insert feedback]
- **Communication:** [Insert feedback]
- **Team Collaboration:** [Insert feedback]

Strengths

[Highlight strengths observed during the probation period]

Areas for Improvement

[Identify areas that require further development]

Conclusion

Overall, your performance has been [Insert overall assessment]. Based on this evaluation, we recommend [Insert recommendation, e.g., successful completion of probation, extension of probation, etc.].

Thank you for your contributions during this period. We look forward to your continued growth with [Company Name].

Best Regards,

[Supervisor Name]

[Supervisor Position]

[Company Name]