

# Probation Feedback and Future Goals

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Feedback on Probation Period

**Dear [Employee's Name],**

I hope this message finds you well. As your probation period comes to an end, I would like to take this opportunity to provide you with feedback on your performance.

## **Performance Overview**

Throughout the probation period, you have demonstrated [insert positive attributes and achievements]. Your ability to [specific example] has greatly contributed to our team's success.

## **Areas for Improvement**

While you have shown considerable strengths, there are areas where growth is needed, such as [insert areas for improvement]. We believe that with focused efforts in these areas, you can enhance your performance significantly.

## **Future Goals**

Looking ahead, we would like you to focus on the following goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

We will support you in achieving these goals through [mention any training, mentorship, or resources available].

## **Conclusion**

We appreciate your hard work during this probation period and are looking forward to your continued growth and contributions to our team.

Best regards,

[Manager's Name]  
[Manager's Position]  
[Company Name]