

Probation Period Performance Evaluation

Date: [Insert Date]

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to provide you with feedback regarding your performance during the probationary period which began on [Start Date] and will conclude on [End Date].

Performance Overview

Your contributions to the team and your overall performance have been assessed, and we are pleased to provide you with the following feedback:

- **Job Knowledge:** [Comments]
- **Work Quality:** [Comments]
- **Communication Skills:** [Comments]
- **Punctuality:** [Comments]
- **Team Collaboration:** [Comments]

Strengths

[Detail the strengths demonstrated by the employee during the probation period.]

Areas for Improvement

[Detail any areas where improvement is needed.]

Next Steps

Based on your performance, we [recommend extending your probation period, confirm your position, or any other necessary action].

We appreciate your efforts and look forward to your continued contributions to the team. Should you have any questions regarding this evaluation, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]