

Probationary Performance Discussion

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We would like to schedule a discussion regarding your performance during your probationary period. The purpose of this meeting is to provide feedback, address any concerns, and discuss your future with [Company Name].

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please make it a priority to attend this meeting as your feedback and input are valuable to us. If you have any questions or need to reschedule, please do not hesitate to reach out.

Thank you for your hard work and dedication during your probationary period.

Sincerely,

[Your Name]

[Your Position]

[Company Name]