

# Probationary Review Feedback

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Probationary Review Feedback

Dear [Employee's Name],

We have completed your probationary review as of [Insert Review Date]. This letter intends to provide you with feedback regarding your performance during this period.

## Performance Overview

Throughout your probation, you have demonstrated the following strengths:

- Strength 1
- Strength 2
- Strength 3

## Areas for Improvement

We have identified some areas where improvement is needed:

- Improvement Area 1
- Improvement Area 2

## Next Steps

To support your development, we will:

- Action 1
- Action 2

We appreciate your contributions thus far and look forward to seeing your continued growth in your role.

Best regards,

[Manager's Name]  
[Manager's Job Title]  
[Company Name]