

Employment Probation Feedback Instructions

Dear [Employee's Name],

As part of your probationary period, we would like to provide you with feedback regarding your performance thus far. Please follow the instructions below to ensure a constructive discussion:

Instructions:

1. Review your initial job description and the goals set during your onboarding process.
2. Reflect on your achievements and challenges faced during this period.
3. Prepare specific examples of your contributions to team projects.
4. Consider areas where you feel additional support or training may be beneficial.
5. Write down 2-3 questions you would like to discuss during the feedback meeting.

Please submit your reflections and questions to your supervisor by [Due Date]. We will schedule a feedback session shortly after the submission deadline.

Thank you for your hard work and dedication.

Sincerely,
[Your Name]
[Your Position]