

# Probationary Review Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Employee Name],

We would like to take this opportunity to review your performance during your probationary period, which commenced on [Start Date] and will conclude on [End Date]. This review aims to assess your progress and integration into our team.

Your contributions have been noted, and we appreciate your efforts in [mention specific accomplishments or positive behaviors]. However, we also need to address areas for improvement, specifically [mention any concerns or areas for improvement].

We encourage you to reflect on this feedback and we will arrange a meeting on [Insert Date] at [Insert Time], to discuss your performance in detail. Please come prepared to discuss your experiences and any challenges you may have faced.

Our goal is to ensure you have the support necessary to succeed in your position. Following our discussion, we will make a decision regarding your continued employment with [Company Name].

Thank you for your attention to this matter. We look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Company Name]