

Probation Review Feedback

Dear [Employee's Name],

As we approach the end of your probation period, I would like to take this opportunity to outline our expectations and provide you with feedback regarding your performance.

Performance Expectations

- Consistent attendance and punctuality.
- Adherence to company policies and procedures.
- Collaboration and teamwork with colleagues.
- Achievement of assigned goals and targets.
- Continuous improvement and skill development.

Feedback

During your probation period, I have observed the following strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

However, there are areas where improvement is needed:

- [Area for Improvement 1]
- [Area for Improvement 2]

We encourage you to take the necessary steps to address these areas and foster open communication with your team leader.

Next Steps

We will schedule a formal review meeting on [Date and Time] to discuss your progress and any concerns you may have. Please come prepared to share your thoughts.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]
[Your Position]
[Company Name]