

Employee Probation Assessment Results

Employee Name: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Date of Assessment: [Date]

Assessment Results

Dear [Employee Name],

We have completed the assessment of your performance during the probation period which lasted from [Start Date] to [End Date]. We appreciate your contributions and the effort you have put into your role.

Performance Summary:

- Key Strengths: [List Key Strengths]
- Areas for Improvement: [List Areas for Improvement]
- Overall Performance Rating: [Rating]

Based on the assessment, we are pleased to inform you that you have successfully completed your probation period and will continue as a permanent employee with [Company Name]. Your continued growth and development within our organization are important to us, and we encourage you to seek feedback regularly.

If you have any questions or would like to discuss your assessment in more detail, please feel free to reach out.

Congratulations and welcome to the team!

Sincerely,

[Manager's Name]

[Position]

[Company Name]