

Feedback on Probationary Offer

Date: [Insert Date]

To: [Employee's Name]

Subject: Feedback on Your Probationary Period

Dear [Employee's Name],

We would like to take this opportunity to provide you with feedback regarding your performance during your probationary period with [Company Name].

Overall, we are pleased with your contributions, particularly in the areas of [mention specific skills or achievements]. Your ability to [mention any strengths] has been valuable to the team.

However, we have noticed some areas for improvement, including [mention specific areas]. We encourage you to focus on these aspects to enhance your performance further.

Moving forward, we will continue to support you in your development. We would like to schedule a meeting on [insert date] to discuss your progress and any questions you may have.

Thank you for your hard work and dedication during this period.

Best regards,

[Your Name]

[Your Position]

[Company Name]