

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject: Notice of Trial Period Evaluation**

Dear [Employee Name],

This letter is to formally notify you of the evaluation regarding your performance during your trial period, which began on [Start Date] and is scheduled to conclude on [End Date].

The purpose of this evaluation is to review your progress, assess your suitability for the role, and determine the status of your ongoing employment. We have scheduled a meeting to discuss this evaluation in detail:

- **Meeting Date:** [Insert Date]
- **Meeting Time:** [Insert Time]
- **Location/Link:** [Insert Location or Virtual Meeting Link]

During this meeting, we will discuss the following areas:

- Key performance achievements and milestones.
- Areas requiring further development or improvement.
- Feedback regarding integration with the team and company culture.
- The final decision regarding your permanent placement or any extension of the trial period.

Please come prepared to share your own feedback regarding your experience with the company thus far. If you have any questions prior to this meeting, please contact [Insert Contact Person/Department].

Sincerely,

[Signature]

[Printed Name]

[Job Title]