

[Date]

[Employee Name]

[Job Title]

[Department]

**Subject: First Month Placement Review**

Dear [Employee Name],

As you have completed your first month with [Company Name], we would like to formally review your placement and progress. This review is intended to ensure you have the support needed to succeed in your new role.

**Performance Summary:**

Over the past 30 days, we have observed your transition into the team. Specifically, [mention a specific achievement or positive observation].

**Training and Integration:**

We believe your integration into [Department/Team] is [progressing well/on track]. We have noted your completion of [mention specific training or tasks].

**Areas for Continued Focus:**

For the next month, we would like you to focus on:

1. [Specific Goal 1]
2. [Specific Goal 2]

**Feedback and Support:**

Please let us know if there are any additional resources, tools, or training sessions you require to perform your duties effectively. We are committed to your professional growth here.

We will meet again for your 60-day review on [Date]. In the meantime, please feel free to reach out to [Manager Name] with any questions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]