

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Dear [Employee Name],

Congratulations! I am pleased to formally inform you that you have successfully completed your probationary period at [Company Name]. Your performance and integration into the team have met our expectations, and your employment is now confirmed as a permanent member of the staff.

As part of our commitment to continuous improvement, we would also like to gather your feedback regarding your journey with us so far. Your insights are invaluable in helping us refine our hiring process and the initial employee experience.

Part 1: Candidate Experience Feedback

Please reflect on your recruitment process and answer the following:

- How would you rate the clarity of the job description?
- Was the interview process professional and well-structured?
- Did the information provided during recruitment accurately reflect the reality of your daily role?
- What is one thing we could improve in our hiring process?

Part 2: Onboarding and Probation Feedback

Please share your thoughts on your first [Number] months:

- Did you receive the necessary training and resources to perform your duties?
- How would you describe the support received from your manager and colleagues?
- What was the most challenging part of your integration?
- Do you feel aligned with the company culture and goals?

Part 3: Moving Forward

Now that you have passed your probation, what are your primary professional goals for the upcoming year? [Space for Employee Response]

We are excited to have you on board and look forward to your continued contributions to the success of [Company Name]. Please return this feedback form to [HR Department/Manager Name] by [Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]