

[Company Name]
[Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Probationary Period Success Check-In

Dear [Employee Name],

As you approach the [Number] month mark of your probationary period, we would like to schedule a formal check-in meeting to discuss your progress and transition into the team.

The purpose of this meeting is to:

- Review your performance against the initial goals set during onboarding.
- Discuss any challenges you have encountered.
- Identify additional training or support you may need to succeed.
- Gather your feedback on your experience with the company so far.

Meeting Details:

Date: [Date]

Time: [Time]

Location/Link: [Location or Meeting Link]

We are very pleased with your contributions to the [Department Name] team thus far and look forward to supporting your continued professional growth.

Sincerely,

[Manager Name]
[Job Title]