

[Current Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Probationary Period Milestone Update

Dear [Candidate Name],

Congratulations on reaching your [30/60/90]-day milestone with [Company Name]. We are pleased to provide you with feedback regarding your performance during this initial phase of your probationary period.

Since joining the [Department Name] team, we have observed your progress in the following areas:

- [Accomplishment or Skill 1]
- [Accomplishment or Skill 2]
- [Accomplishment or Skill 3]

At this stage, your performance is currently [meeting/exceeding] expectations. As you move toward the final completion of your probation on [End Date], we encourage you to focus on [specific goal or area for improvement].

We value your contributions to the team thus far and look forward to your continued growth within the company. If you have any questions regarding this update or your performance goals, please reach out to your manager.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]