

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Subject: Feedback Request - Completion of Probationary Period

Dear [Manager's Name],

I am writing to you as I am approaching the completion of my probationary period on [Date]. I have greatly enjoyed my time with the team so far and appreciate the support I have received since joining [Company Name].

In preparation for my confirmation review, I would appreciate the opportunity to discuss my performance over the past [Number] months. I am eager to hear your feedback on my contributions, areas where I have met expectations, and any skills I should focus on developing further.

Please let me know a convenient time for us to meet to discuss my progress and the next steps regarding my permanent employment.

Thank you for your time and guidance.

Best regards,

[Your Signature]
[Your Printed Name]