

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

Thank you for the formal confirmation regarding the successful completion of my probation period. I am very pleased to officially join the team as a permanent member of [Department Name].

As I transition into this next phase of my role, I would appreciate the opportunity to discuss my performance over the past [Number] months in more detail. Specifically, I am looking for feedback on:

- Key areas where I have met or exceeded expectations.
- Specific skills or processes I should focus on improving.
- My primary objectives and priorities for the upcoming quarter.

Are you available for a brief meeting later this week to discuss this? I am eager to ensure that my future contributions remain aligned with the team's goals.

Thank you for your ongoing support and guidance.

Best regards,

[Your Signature]
[Your Phone Number]