

[Date]

[Employee Name]

[Job Title]

[Department]

Re: New Hire Performance Evaluation Feedback

Dear [Employee Name],

This letter is to provide formal feedback regarding your performance during your initial [30/60/90]-day introductory period at [Company Name]. The purpose of this review is to discuss your progress, celebrate your achievements, and identify areas for continued growth.

Key Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Performance Competencies:

[Provide feedback on specific skills such as technical proficiency, communication, teamwork, and punctuality.]

Areas for Development:

[Detail specific areas where the employee can improve or require further training.]

Goals for the Next Period:

- [Goal 1]
- [Goal 2]

Overall Status:

[Select one: Successful completion of probation / Extension of probationary period / Transition to regular employment status]

We appreciate your hard work and contribution to the team thus far. We look forward to your continued success with the company. Please reach out if you have any questions regarding this feedback.

Sincerely,

[Your Name]
[Your Title]

Employee Acknowledgment:

I have received this evaluation and discussed it with my supervisor.

Signature: _____ Date: _____