

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Probationary Period Review Feedback

Dear [Employee Name],

This letter is to formally provide feedback regarding your performance and integration during your probationary period, following our meeting on [Date of Meeting].

1. Performance Summary

Since joining [Company Name] on [Start Date], we have assessed your progress against the initial objectives set for your role. [Insert brief summary of key achievements or areas where expectations were met].

2. Integration and Culture

Regarding your integration into the team, [Insert feedback on teamwork, communication, and alignment with company values].

3. Areas for Development

To support your continued growth, we have identified the following areas for focus:

- [Area 1]
- [Area 2]

4. Probation Status

Based on this review, your status is as follows:

[Option A: Successful completion of probation]

[Option B: Extension of probationary period until Date]

[Option C: Decision pending further review]

We appreciate your contributions to the team thus far and look forward to your continued development within the company.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this feedback and discussed it with my manager.

Signature: _____ Date: _____