

Subject: Feedback Request: Probationary Period Review for [Employee Name]

Dear [Manager Name],

This is a reminder that [Employee Name] is approaching the end of their probationary period on [Date].

To help us determine the next steps regarding their permanent employment, please provide your feedback on their performance during this period. We would appreciate your input on the following areas:

- Quality and accuracy of work
- Ability to meet deadlines
- Integration with the team and company culture
- Attendance and punctuality
- Areas for further development

Please indicate your recommendation by choosing one of the following options:

1. Confirm permanent employment
2. Extend the probationary period
3. Terminate employment

Please submit your feedback and recommendation by [Due Date].

Best regards,

[Your Name]

[Your Title]

[Company Name]