

Subject: Performance Feedback Request - [Employee Name]

Dear [Manager Name],

As [Employee Name] has recently completed their probationary period for the position of [Job Title], we are conducting a formal performance review.

To help us evaluate their transition into a permanent role, please provide your feedback on the following areas:

- Core job competency and technical skills.
- Quality and timeliness of work delivered.
- Integration with the team and company culture.
- Attendance and reliability.
- Areas for future growth or improvement.

Please submit your feedback by [Date] so we can finalize the probation outcome and schedule a meeting with the employee.

Thank you for your time and input.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]