

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

[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Subject: Post-Probation Check-In and Feedback Request

Dear [Manager's Name],

As I have recently completed my probation period, I would like to schedule a brief meeting to discuss my performance and transition into my permanent role.

I am enjoying my time with the team and would appreciate your feedback on the following areas:

- My progress regarding the goals set during my initial months.
- Areas where I am performing well and areas that need improvement.
- Key priorities and expectations for the next quarter.

Please let me know a time that works best for you this week. I look forward to hearing your thoughts and learning how I can continue to contribute to the team's success.

Best regards,

[Your Name]