

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name/HR Department]

Subject: Probationary Period Cultural Integration Review

Dear [Employee Name],

As you approach the conclusion of your probationary period, we would like to conduct a formal review of your integration into our company culture. This review focuses on how well you have aligned with our core values, collaborated with your team, and adapted to our workplace environment.

1. Core Values Alignment:

[Insert feedback regarding how the employee demonstrates company values, e.g., integrity, innovation, customer focus.]

2. Team Collaboration and Communication:

[Insert feedback regarding interactions with colleagues, participation in meetings, and contribution to team goals.]

3. Adaptability and Professionalism:

[Insert feedback regarding the employee's adjustment to internal processes, office etiquette, and company standards.]

4. Peer/Manager Observations:

[Insert brief summary of feedback received from team members or supervisors.]

Current Status:

Based on this review, your cultural integration is currently rated as: **[Exceeding / Meeting / Not Meeting]** expectations.

Next Steps:

- [Option A: Successful completion of probation.]
- [Option B: Extension of probation to focus on specific cultural adjustments.]
- [Option C: Scheduled follow-up meeting on (Date).]

We appreciate your efforts in becoming a part of our community and look forward to your continued growth within the organization.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]