

Performance Review Policy for Probationary Employees

Subject: Performance Evaluation During Your Probationary Period

Dear [Employee Name],

Welcome to [Company Name]! As a new employee in your probationary period, you are subject to a modified performance review process designed to support your successful integration into our organization.

Probationary employees receive more frequent evaluations than regular staff. You will have formal check-ins at [30 days, 60 days, and 90 days] with your manager to discuss your progress, address any concerns, and provide feedback on your onboarding experience. These reviews are in addition to informal daily and weekly feedback you should expect to receive.

Each probationary review will assess your performance in key areas including: technical skills and job knowledge, quality and timeliness of work, ability to follow procedures and policies, teamwork and collaboration, communication skills, attendance and reliability, cultural fit and adaptability, and progress toward achieving initial goals.

The purpose of these frequent reviews is developmental—to help you succeed and identify any issues early when they are easier to address. Your manager will provide specific, actionable feedback and support to help you meet expectations. Please come prepared to these meetings with questions, observations, and honest self-assessment.

At the end of your probationary period ([duration]), a final evaluation will determine whether you will be confirmed as a regular employee. This decision is based on your overall performance, progress, and fit with team and organizational needs. If concerns arise during your probation, you will receive clear communication about expectations and improvement needed.

We want you to succeed and are committed to providing the support, feedback, and resources necessary for you to thrive here. Please do not hesitate to ask questions or request additional guidance from your manager or HR.

We are excited to have you on the team and look forward to your contributions!

Sincerely,

[Name]

[Title]

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