

Mid-Probation Check-In - Casual

Subject: Quick Check-In on Your Probation Progress

Hi [Employee Name],

Hope you're settling in well! We're now at the halfway point of your probation period, and I wanted to touch base to see how things are going from your perspective.

Overall, you're doing great work on [specific positive examples]. The team has mentioned how much they appreciate your [specific qualities or contributions]. I'm particularly impressed with how you handled [specific situation or project].

There are a couple of areas where I'd like to see some development as we move into the second half of your probation: [mention 1-2 areas in constructive manner]. Nothing major, just things to keep in mind going forward.

Let's schedule a coffee chat or quick meeting next week to discuss your progress, answer any questions you might have, and make sure you have everything you need to succeed.

Looking forward to catching up!

[Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/probation-performance-review-policy-template>