

Probation Performance Concerns - Preliminary

Subject: Discussion Needed Regarding Probation Progress

Dear [Employee Name],

I wanted to reach out to schedule a meeting to discuss your progress during your probation period.

I've noticed some concerns that I believe we should address sooner rather than later.

Specifically, I'd like to talk about [mention general areas without too much detail, such as attendance patterns, project completion rates, or communication challenges]. I want to make sure we're aligned on expectations and that you have the support and resources needed to succeed.

This is not a formal disciplinary meeting but rather an opportunity for us to have an open conversation about how things are going and what adjustments might be helpful. I'm committed to your success and want to ensure we're setting you up for a positive outcome.

Please let me know your availability for a one-on-one meeting this week. The conversation should take about 30-45 minutes.

Thanks,

[Manager Name]

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