

Probation Period Reminder - Simple

Subject: Upcoming Probation Review Reminder

Hi [Employee Name],

Just a quick reminder that your probation period review is scheduled for [Date] at [Time] in [Location/Virtual Meeting Link].

We'll be discussing your performance over the past [timeframe], reviewing the goals we set at the beginning, and talking about next steps. Please come prepared with any questions or topics you'd like to discuss.

If you haven't already, please complete the self-assessment form I sent last week and bring any supporting documentation of your achievements.

Let me know if you need to reschedule or have any questions before our meeting.

See you then!

[Manager Name]

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