

# 4 Probation Period Check-In Email Template

## Initial Probation Period Check-In Email Template

Subject: Checking In - Your First Few Weeks at [Company Name]

Hi [New Hire Name],

Welcome to the team! Now that you've been with us for [duration, e.g., a few weeks], I wanted to check in and see how things are going.

How are you settling in? This is a good time to share any thoughts or questions you might have. Things we can discuss include:

- How are you finding your role and responsibilities?
- Are there any challenges you're facing?
- Do you have the resources and support you need?
- How are you finding the team and company culture?

Please feel free to reply to this email or schedule a quick chat [Link to calendar or specify how to schedule]. I'm here to support you during your probation period and beyond.

Best regards,

[Your Name] [Your Title] [Company Name]

## Mid-Probation Progress Check Email Template

Subject: Mid-Probation Progress Check-In

Hi [Employee's Name],

I hope this message finds you well. As you know, we are midway through your probation period, and it's a great time to check in on your progress so far.

Here's what we aim to cover in our upcoming meeting:

- **Performance Highlights:** Let's discuss the achievements and contributions you've made so far.
- **Areas for Improvement:** We'll identify any areas where you might need additional support or resources.
- **Goals for the Rest of the Period:** We'll set clear objectives to focus on moving forward.
- **Feedback and Questions:** This is your chance to share any feedback or questions you may have.

Please let me know your availability for a meeting this week. Looking forward to our conversation and continuing to support your growth with us.

Best,

[Your Name] [Your Position] [Company Name]

## Probation Period Feedback Request Email Template

Subject: We Value Your Feedback on the Onboarding Process

Hi [Employee's Name],

I hope this message finds you well. As you approach the end of your probation period, we would love to hear your thoughts on your onboarding experience with us. Your feedback is important in helping us enhance our process for future team members.

Here are a few questions to guide your feedback:

- How would you describe your overall onboarding experience?
- Were there any resources or support that you found particularly helpful?
- Is there anything you think could be improved?
- Do you feel well-prepared to fulfill your role?

Feel free to share any other thoughts or suggestions you might have. Your insights are greatly appreciated and will help us create a better experience for everyone.

Thank you for taking the time to share your feedback. We look forward to hearing from you.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

## Probation Period Extension Notification Email Template

Subject: Probation Period Extension

Hi [Employee Name],

This email is to inform you that your probation period, which was initially scheduled to end on [Original End Date], will be extended to [New End Date].

This extension will allow us more time to assess your progress in [Specific Area 1] and [Specific Area 2]. We want to ensure you have the opportunity to fully demonstrate your capabilities and integrate successfully into the team.

Specifically, we'd like to see improvement in:

- [Specific Expectation 1, e.g., Meeting project deadlines]
- [Specific Expectation 2, e.g., Demonstrating a deeper understanding of our product]
- [Specific Expectation 3, e.g., Improved collaboration with team members]

During this extension, we will provide you with the necessary support and resources to help you succeed. This includes:

- [Support Resource 1, e.g., Additional training on [Specific Skill]]
- [Support Resource 2, e.g., Mentorship from [Mentor's Name]]
- [Support Resource 3, e.g., More frequent check-ins with your manager]

We will schedule a meeting on [Date] at [Time] to discuss this further and answer any questions you may have. Please come prepared to discuss your progress, challenges, and how we can best support you during this extended period.

We believe in your potential and are committed to helping you succeed at [Company Name].

Best regards,