

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: SGPA Letter for Probation Review

I hope this message finds you well. I am writing to formally submit my SGPA (Specific Goals and Performance Assessment) letter as part of my probation review process.

Over the past few months, I have focused on [briefly describe your key responsibilities and areas of focus]. I have achieved [mention specific goals or outcomes], which aligns with the objectives set forth during my initial review.

I appreciate the feedback provided during our previous meetings and have taken steps to enhance my performance in the following areas:

1. [Area of Improvement 1]
2. [Area of Improvement 2]
3. [Area of Improvement 3]

Moving forward, I aim to [state future goals or commitments]. I am keen on receiving your input and guidance as I continue to develop in my role. Thank you for considering my SGPA letter for my probation review. I look forward to our discussion on [mention date of review meeting if applicable].

Sincerely,

[Your Name]
[Your Job Title]