

Memorandum

To:

From: Personnel Officer

Subject: One-Year Probationary Period Certificate - Followup

By memorandum dated _____, we forwarded to you a probationary period certification form for the newly-appointed supervisor or manager whose name is indicated on the attached certification form.

You were asked to complete the certification form and return it to this office within 30 days following the end of the probationary period. As of this date, we have not received the completed certification. We are attaching another copy of the form and ask that you complete and return it to us as soon as possible so that we can take the necessary steps to document satisfactory completion of his/her probationary period.

If you have any questions concerning this certification or need any assistance in completing this form, please contact your servicing personnel management specialist,

Thank you for your assistance in this matter.