**Probation Completion Form**

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| Name: | Citizenship ID No.: | Designation: |
| Grade | Department: |
| Probation Start Date:(dd/mm/yyyy) | Probation completion Date:(dd/mm/yy) |

Note:

1. Please use Block letters and date format as mentioned above.
2. While filling up the form, please keep it neat and clean as possible. Avoid overwriting as much as possible.

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| Give a brief description of the duties carried out by the candidate during the probation period (Please attach extra sheet if required ) |
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| Unsatisfactory | Satisfactory | Good | Very Good | Outstanding |
|  |  |  |  |  |

Performance Rating  Overall Performance |
| Remarks: |
| Recommendation For: |
| Supervisor | Chief Executive Officer  |