**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 |