

Probation Period Confirmation

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

We are pleased to confirm your successful completion of the probation period with [Company Name]. Your start date was [Start Date], and the probation period lasted for [Duration].

During this period, you have demonstrated a strong commitment to your role, and we appreciate your contributions to the team.

As per our company policy, your permanent status will take effect from [Effective Date]. We encourage you to continue your excellent work and look forward to your continued success at [Company Name].

If you have any questions or need further clarification regarding your permanent employment status, please feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]