

Probation Period Confirmation for Contract Extension

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm that your probation period at [Company Name] has been successfully completed. We appreciate your contributions during this period and are happy to extend your contract.

Your new contract will be effective from [Start Date] to [End Date]. Please review the terms and conditions outlined in your new contract, which will be provided to you shortly.

We are excited to continue working with you and look forward to your ongoing contributions to our team.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]