

# Probation Period Confirmation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that your probation period has been successfully completed. Your performance has been satisfactory, and we are happy to confirm your continuation in the position of [Employee's Position] at [Company Name].

During your probation period, you have demonstrated [insert specific strengths and contributions]. We appreciate your hard work and dedication.

Please feel free to reach out to your supervisor or HR if you have any questions regarding your employment or future expectations.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]