

Probation Period Confirmation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We would like to confirm that you have successfully completed your probation period with [Company Name]. Your contributions during this period have been valuable, and we appreciate your hard work and dedication.

To provide you with feedback and discuss your performance, we would like to schedule a feedback session. The details are as follows:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your availability for the session. We look forward to discussing your experiences and future aspirations at [Company Name].

Thank you for your efforts and commitment.

Best regards,

[Your Name]

[Your Position]

[Company Name]