

[Your Company Letterhead]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your probation period has been successfully completed as of [Completion Date]. Your overall performance has been satisfactory, and we appreciate your contributions to the team during this time.

Effective [Effective Date], you will continue your employment with [Company Name] as a [Job Title]. Please take note that your salary and benefits will be updated as per the company's policy, details of which will be communicated separately.

If you have any questions, feel free to reach out to your manager or HR department.

Congratulations on successfully completing your probation period.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]