

# Probation Period Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP]

Dear [Employee Name],

We are pleased to inform you that your probation period with [Company Name] has been successfully completed as of [Completion Date]. We would like to take this opportunity to confirm your continued employment and outline the details of your performance appraisal.

Your performance during the probation period has been evaluated based on the following criteria:

- Job Knowledge
- Quality of Work
- Communication Skills
- Team Collaboration
- Punctuality and Attendance

We are pleased to report that you have met the expectations set forth during your onboarding. Your strengths include [List Specific Strengths].

We would also like to address areas for improvement, specifically [List Areas for Improvement]. We are confident that, with continued effort and support, you will excel in these areas.

Your next performance appraisal will be held on [Next Appraisal Date]. Please prepare any questions or topics you would like to discuss during this appraisal.

Thank you for your dedication and hard work during your probation period. We look forward to your continued contributions to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]