

Probation Period Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. After reviewing your performance during this time, we are happy to confirm your appointment as a permanent employee.

Your new position will be [Job Title], effective from [Effective Date]. Your salary will be [Salary Amount] along with other benefits as outlined in your employment contract.

We are excited to have you as a permanent member of our team and look forward to your continued contributions.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]