

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 you have successfully completed your probation period with [Company Name]. Your performance has been satisfactory and we appreciate your contributions during this time.

As a result of your achievements, we are excited to discuss your promotion prospects. We believe that your skills and dedication make you an excellent candidate for further responsibilities within our organization. This letter serves as a formal confirmation of your successful probation period and an encouragement for your growth in the company.

We would like to schedule a meeting to discuss your career development and potential opportunities for advancement. Please let us know your availability in the coming days.

Congratulations once again! We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]