

# Probation Period Confirmation for Role Adjustment

Date: [Insert Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your probation period for the position of [Current Position] has been successfully completed as of [Completion Date]. After careful evaluation and consideration, we are excited to confirm your adjustment to the role of [New Position], effective [Effective Date].

This transition reflects our confidence in your skills and contributions to [Company Name]. We believe that this new role will align with your professional growth and aspirations.

Please feel free to reach out if you have any questions regarding this adjustment or your new responsibilities.

Congratulations on this achievement!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Contact Information]