

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 your probation period has been successfully completed as of [Insert End Date of Probation]. We appreciate your hard work and dedication during this time.

As part of your ongoing development, we would like to recommend the following training opportunities:

- [Training Course 1]
- [Training Course 2]
- [Training Course 3]

We believe these training sessions will enhance your skills and contribute to your professional growth within the company.

Congratulations on your successful completion of the probation period. We look forward to seeing your continued contributions to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]