

Probation Passing Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance during this time has met our expectations, and we are excited to welcome you as a permanent member of our team.

Your official start date as a full-time employee will be [Insert Date]. Please feel free to reach out to your supervisor, [Supervisor's Name], if you have any questions regarding your new role or responsibilities.

Congratulations on this achievement, and we look forward to your continued contributions to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]