

Probation Period Completion Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your last day of probation was [Insert Date], and based on your performance and contributions, we are happy to formally confirm your position as a [Job Title].

Your efforts have not gone unnoticed, and we appreciate the dedication and professionalism you have displayed during your time with us. We look forward to your continued growth and success within the team.

Should you have any questions or wish to discuss your new role further, please feel free to reach out at any time.

Congratulations once again!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]