

# Letter of Successful Probation Completion

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 probationary period with [Company Name]. Your contributions and performance during this time have been commendable.

Your official status has now changed from probationary to regular employee, effective [Effective Date]. We value your commitment to the team and look forward to your continued success with us.

If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]