

# Achievement Confirmation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. During this time, you have demonstrated exceptional performance and commitment to your role as [Position].

Your achievements include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

We appreciate your hard work and dedication and are excited to have you as a permanent member of our team. Your contributions have significantly impacted our success.

Congratulations on this accomplishment!

Sincerely,

[Your Name]

[Your Position]

[Company Name]