

Completion of Probation Assessment

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 Date]. This assessment reflects your dedication and contribution to our team during this initial period.

Your performance has been evaluated based on the objectives set during your onboarding, and we are delighted to confirm that you have met and exceeded these expectations. Your skills, commitment, and positive attitude have made a significant impact on our organization.

As a result, we are transitioning you to a permanent position with [Company Name]. We look forward to your continued success and development within the company.

If you have any questions or wish to discuss your future goals, please feel free to reach out.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]