

Company Name

Company Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to formally acknowledge the successful completion of your probationary period with [Company Name]. Your dedication and performance have been noted, and we appreciate your contributions to the team.

Effective [Insert Date], you will transition from a probationary status to a permanent employee. We are excited to continue our professional relationship and support your growth within our organization.

Thank you for your hard work and commitment. If you have any questions or require further information regarding your employment, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]