

Probation Completion Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance has been closely monitored, and we are happy to confirm that you have met all expectations outlined at the beginning of your employment.

Your official start date remains [Insert Start Date], and your status has now transitioned to that of a permanent employee. We believe that your skills and contributions will greatly benefit our team and look forward to your continued success with the company.

If you have any questions or require further information, please do not hesitate to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]