

# Probation Status Finalization

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you about the final decision regarding your probationary status with [Company Name].

After careful consideration and review of your performance during the probation period, we are pleased to inform you that you have successfully completed your probation. We appreciate your contributions and are excited to have you as a permanent member of our team.

Your established role will now transition into a full-time position, and you will be entitled to all benefits associated with this status, effective [Effective Date].

If you have any questions or would like to discuss this further, please feel free to reach out.

Congratulations once again, and welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]