

Probationary Performance Acknowledgment

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We would like to take this opportunity to acknowledge your performance during your probationary period with [Company Name], which commenced on [Start Date].

Your contributions to our team have been valuable, and we appreciate your commitment to [specific achievements or qualities]. We have observed your ability to [specific skills or competencies], and your integration into the team has been commendable.

As a result, we are pleased to inform you that you have successfully completed your probationary period. We look forward to your continued growth and success within our organization.

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

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]