

# Congratulations on Successful Conclusion of Probationary Period

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance and contribution have met our expectations, and we are excited to continue our working relationship.

As a permanent employee, you will now be entitled to the full benefits as outlined in the employee manual. We are confident that you will continue to grow and contribute to our team.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]