

Probation Evaluation Successful

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Over the past [duration of probation], you have demonstrated your skills and commitment to our team.

Your performance has been evaluated based on the objectives set during your employment, and we are happy to report that you have met and exceeded our expectations in several key areas, including:

- [Skill/Area 1]
- [Skill/Area 2]
- [Skill/Area 3]

We appreciate your contributions and are excited to see how you will continue to grow and succeed at [Company Name]. As a full-time employee, you will be entitled to [mention any benefits, salary adjustments, or changes in employment terms].

Congratulations once again! Feel free to reach out to your manager or the HR department if you have any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]