

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee Name],

We are writing to confirm our mutual agreement to end your probationary period early, effective [Insert Effective Date]. After careful consideration and discussions regarding your performance and contributions during this time, we believe that both parties have gained valuable insights.

This agreement reflects our mutual understanding and positive outlook toward your ongoing role in the company. We appreciate your efforts and are excited about your continued contributions.

Please sign below to acknowledge your acceptance of this agreement.

Best regards,

[Your Name]

[Your Position]

[Company Name]

Agreed and accepted by:

[Employee Name]

Date: _____