

Notification of Probation Status Change

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Employee ID: [Employee ID]

Dear [Employee's Name],

We are writing to inform you of a change in your probation status with [Company Name]. After careful consideration and evaluation of your performance during your probation period, we have made the following decision:

Probation Status Change:

- **Status:** [Probation Completed/Extended/Terminated]
- **Effective Date:** [Effective Date]

If applicable, please be advised of the reasons for this decision:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We encourage you to reach out to your supervisor or the HR department should you have any questions regarding this change in status.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]