

# Probation Completion Confirmation

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 probation period with [Company Name]. Your hard work and dedication have not gone unnoticed, and we appreciate the contributions you have made to the team.

As you continue your journey with us, we would like to highlight a few goals to strive for in the upcoming months:

- Enhance your skills in [specific area].
- Take on new responsibilities in [specific project or role].
- Work towards achieving [specific certification or training].

We look forward to your continued growth and success within the company. Please feel free to reach out if you have any questions or need support as you transition into this next phase.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]