

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Employer's Name],

I am writing to formally acknowledge the acceptance of my probation period for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to the team and develop my skills further during this initial phase.

I appreciate the trust you have placed in me and look forward to demonstrating my capabilities to meet the expectations of the role. Please feel free to reach out if there are any specific goals or areas of focus you wish to discuss.

Thank you for this opportunity. I am eager to get started and make a positive impact at [Company's Name].

Sincerely,

[Your Name]