

Notification of Probation Acceptance

Dear [Applicant's Name],

We are pleased to inform you that you have successfully completed the initial assessment of your job application for the position of [Job Title] at [Company Name]. We would like to offer you a probation period of [Duration], starting from [Start Date].

Please confirm your acceptance of this probation offer by [Response Deadline]. Additionally, if you have any questions, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to our team.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]