

# Job Application Probation Approval Response

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Email: [Applicant's Email]

Phone: [Applicant's Phone]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally acknowledge the approval of my probation period for the [Job Title] position at [Company Name]. I would like to express my gratitude for the opportunity to demonstrate my skills and contribute to the team.

I appreciate the feedback I have received during my probation and am excited to continue working alongside my colleagues to achieve our team's goals. I am committed to further developing my skills and supporting the company's mission.

Thank you once again for your trust and support. I look forward to our continued success together.

Sincerely,

[Applicant's Name]