

Probationary Status Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally acknowledge the receipt of my probationary status for the position of [Job Title] at [Company's Name], effective from [Start Date].

Thank you for the opportunity and support during this probationary period. I am enthusiastic about contributing to the team and further developing my skills within the organization.

Please let me know if there are any specifics regarding my responsibilities or expectations during this probationary period.

Thank you for your attention, and I look forward to your guidance.

Sincerely,

[Your Name]