

# Probation Completion Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Probation Completion Feedback

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your contributions during this time have been greatly appreciated.

Throughout your probation, you have demonstrated [mention strengths or accomplishments]. We commend your efforts in [specific projects or tasks], which have positively impacted our team and overall objectives.

As you transition to your permanent role, we encourage you to continue developing your skills and take on new challenges. Your feedback, ideas, and participation are highly valued, and we look forward to seeing your growth within the company.

Once again, congratulations on completing your probation. Please feel free to reach out if you have any questions or need further support as you move forward.

Best regards,

[Manager Name]

[Manager Title]

[Company Name]