

# Probation Completion Confirmation

Date: [Insert Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name], which began on [Start Date] and ended on [End Date].

Your performance during this period has been reviewed, and we are delighted with your contributions and progress made. You have demonstrated the skills and abilities that align with our company's values and goals.

As a result, your position will continue as [Job Title], and you will be eligible for [mention any benefits, if applicable].

Congratulations on this achievement, and we look forward to your continued success with our team.

Sincerely,

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