

Probation Adjustment Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally communicate the outcome of your probation period, which commenced on [Start Date] and was scheduled to conclude on [End Date].

After careful evaluation of your performance and contributions during this period, we are pleased to inform you that your employment with [Company Name] will be adjusted from probationary status to permanent status, effective [Effective Date].

Your dedication and hard work have not gone unnoticed, and we are excited to continue working together as part of the team.

If you have any questions or require further clarification regarding this adjustment, please do not hesitate to reach out to your supervisor or the HR department.

Congratulations on this achievement, and we look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]