

Employment Probation Completion Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance has met our expectations, and we are excited to have you as a permanent member of our team.

Your skills and dedication have contributed positively to our objectives, and we trust that you will continue to grow and succeed in your role.

Your employment status will now be officially updated to reflect your permanent position, effective [Insert Effective Date].

Congratulations on this achievement, and we look forward to your ongoing contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]