

# Probation Period Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm that your probation period of [X months] with [Company Name] will conclude on [End Date]. We would like to take this opportunity to acknowledge your contributions during this period.

Your performance has been evaluated, and we are happy to inform you that your employment has been confirmed as of [Confirmation Date]. Your new employment terms will be discussed with you shortly.

Thank you for your hard work and dedication. We look forward to seeing you continue to grow and contribute to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]