

Probation Completion Notice

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 been evaluated, and we are satisfied with your contributions during this time.

As of [Completion Date], your employment status will be upgraded to a permanent employee. You will be eligible for all benefits associated with your position, which will commence immediately.

We appreciate your hard work and dedication. Please feel free to reach out to your supervisor or human resources if you have any questions regarding your new status or benefits.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]