

Probation Achievement Recognition

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Recognition of Successful Completion of Probation Period

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your contributions during this time have been invaluable, and we appreciate your hard work and dedication.

Your positive attitude, willingness to learn, and teamwork have significantly impacted our department's success. We are excited to have you as a permanent member of our team.

As a token of our appreciation, we would like to invite you to a recognition ceremony on [Insert Date] at [Insert Time] in [Insert Location]. Please feel free to bring along a guest.

Once again, congratulations on this achievement. We look forward to your continued success and contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]