

Probationary Employment Conclusion

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally conclude your probationary employment with [Company Name] which began on [Start Date] and ended on [End Date].

After careful evaluation of your performance during the probation period, we have decided to [either confirm your employment as a permanent employee or provide details regarding the conclusion of your employment].

If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your contributions during your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]