

Probationary Period Conclusion Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally conclude your probationary period with [Company Name], which began on [Start Date]. We appreciate your efforts and contributions during this time.

After careful evaluation, we are pleased to inform you that you have successfully completed your probationary period. Your performance has met the expectations set forth during your onboarding, and we are excited to continue your employment.

As of [Effective Date], you will transition into your role as a permanent employee. You will receive further information regarding your benefits and any other changes to your employment status in the coming days.

Thank you for your hard work and dedication. We look forward to your continued growth and success with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]