

# Probation Review Confirmation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that your probationary period has been successfully completed. Your performance during this time has met our expectations and demonstrated your capability and fit for the role.

We appreciate your dedication and contributions to the team. As a result, you will officially become a permanent member of our organization effective [Insert Effective Date].

We look forward to your continued growth and success with us. Should you have any questions regarding your position or future plans, feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]