

Transition from Probation 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 with [Company Name] has been successfully completed as of [Completion Date]. Your performance has met our expectations, and we are excited to officially welcome you as a permanent member of our team.

During your probation, you have demonstrated [specific attributes, skills, or achievements], which we greatly appreciate. As a full-time employee, we look forward to your continued contributions and growth within the company.

Should you have any questions or need further information about your role or benefits, please do not hesitate to reach out.

Congratulations, and welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]