

Letter of Acknowledgment for Probation Period Success

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your contributions to our team during this time have been invaluable.

Your performance has demonstrated your ability to meet and exceed expectations. We appreciate your dedication, hard work, and commitment to our company's goals.

As a result of your successful probation, we are pleased to officially confirm your position as [Job Title] with [Company Name]. We look forward to your continued success and contributions to our team.

Thank you for your ongoing efforts.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]