

Approval of Probationary Status

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance during this time has met our expectations, and we are happy to officially welcome you as a full-time member of our team.

Your contributions have been greatly valued, and we look forward to your continued growth and success within the company.

If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]