

Commendation Letter

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 performance has consistently met and exceeded our expectations, and we would like to take this opportunity to commend you for your hard work and dedication.

Your contributions to the team, including [mention specific achievements or contributions], have made a significant impact on our success. We appreciate your effort and commitment to excellence, and we look forward to seeing you continue to grow and succeed within our organization.

If you have any questions or need further assistance, please do not hesitate to reach out.

Congratulations once again on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]