

Confirmation of Successful Probation Period Completion

Date: [Insert Date]

To,
[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 at [Company Name]. Your performance and contributions during this time have been commendable, and we are excited to retain you as a permanent member of our team.

Your continued journey with us will commence officially on [Official Start Date]. We look forward to your ongoing success and contributions to our organization.

Congratulations once again!

Sincerely,
[Your Name]
[Your Position]
[Company Name]