

# Confirmation of Successful Completion of Probation Period

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your performance has been reviewed, and we are confident in your capabilities and contributions to our team.

As of [Date], you are officially a permanent member of the [Position Title] team. We look forward to your continued growth and success within our organization.

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

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]