

Notice of Successful Completion of Probation Period

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name] as a [Job Title]. Your probation period officially ended on [Insert End Date].

Your performance during this time has met our expectations, and we appreciate your contributions to our team. We look forward to your continued growth and success in your role.

As a full-time employee, you will now be entitled to [mention any benefits or changes in status].

Thank you for your hard work. If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]