

Recognition of Successful Completion of Probation

Date: [Insert Date]

Dear [Employee's Name],

Congratulations on successfully completing your probation period with [Company Name]. Your dedication and hard work have not gone unnoticed.

Throughout your time as a [Job Title], you have demonstrated excellent skills in [mention specific skills or tasks], contributing significantly to our team's success.

We are pleased to formally recognize your achievement and are excited to continue working with you as a permanent member of our team. Your contributions are highly valued, and we look forward to seeing your continued growth and success in your role.

Once again, congratulations on this milestone!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]