

# Probation Completion Validation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name], effective [Completion Date]. Your performance has met our expectations, and we are excited to have you as a permanent member of our team.

Throughout your probation, you demonstrated strong skills in [mention specific strengths or contributions], and your commitment to your role has been commendable. We believe that you will continue to thrive and contribute positively to our organization.

Congratulations on this achievement! If you have any questions or need further assistance, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]