

Congratulations on Your Successful Probationary Period!

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your dedication and hard work have not gone unnoticed, and we are thrilled to have you as a permanent member of our team.

During your probation, you have demonstrated [insert specific skills or achievements], which align perfectly with our goals and objectives.

As a permanent employee, you will now be eligible for [insert details about benefits and compensation adjustments].

Congratulations once again on this achievement. We look forward to your continued contributions and growth within [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]