

# Confirmation of Probation Review

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. After careful consideration of your performance and contributions during this time, we have decided to confirm your position as [Employee's Position].

Your dedication and commitment to your role have not gone unnoticed, and we believe you will continue to excel in your position.

Please feel free to reach out to your manager or HR if you have any questions regarding your employment or future goals within the company.

Congratulations on this achievement, and we look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]