

Employee Probationary Evaluation Success

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your contributions during this time have been valuable to our team, and we appreciate your hard work and dedication.

After careful evaluation, we are delighted to confirm your position as [Job Title] in our organization. We believe that your skills and positive attitude will continue to make a significant impact.

Please feel free to reach out to your supervisor or the HR department if you have any questions regarding your employment or the next steps.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]