

Probation Assessment Completion Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Completion of Probation Assessment

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation assessment on [Insert Assessment Date]. This assessment involved a comprehensive review of your performance and contributions during your probation period.

Your dedication and hard work have not gone unnoticed. We appreciate the skills and enthusiasm you have brought to your role, and we are excited to continue working together as a full member of our team.

As part of your ongoing development, we encourage you to pursue further training and skill enhancement opportunities available to you. Please feel free to discuss your career aspirations with your supervisor.

Congratulations on this significant achievement!

Best Regards,
[Your Name]
[Your Position]
[Company Name]