

Probationary Period Conclusion and Employment Update

Date: [Insert Date]

Dear [Employee's Name],

We hope this letter finds you well. We are writing to officially inform you that your probationary period with [Company Name] will conclude on [End Date]. During this time, we have had the opportunity to review your performance and contribution to our team.

We are pleased to inform you that you have successfully completed your probationary period. Your hard work, dedication, and commitment to our company values have not gone unnoticed, and we are excited to continue your journey with us.

As of [Effective Date], your position will be confirmed, and you will be eligible for [mention any benefits, salary increase, or changes in title if applicable]. We believe that you will continue to excel and contribute significantly to [Company Name].

Please feel free to reach out to your supervisor or HR if you have any questions or require further information.

Congratulations, and welcome to the [Company Name] family!

Sincerely,

[Your Name]

[Your Title]

[Company Name]