

# Congratulations on Completing Your Probation Period!

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your hard work, dedication, and contributions have not gone unnoticed, and we are excited to continue your journey with us.

Your official position will be [Job Title], and your new salary will be [Salary Amount], effective [Effective Date]. We appreciate the positive impact you've made in your role and look forward to your continued success within our team.

If you have any questions or require further information, please feel free to reach out to your supervisor or the HR department.

Congratulations once again, and welcome to the team!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]