

# Conclusion of Probationary Contract

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your probationary period with [Company Name] has concluded successfully as of [End Date of Probation]. We appreciate your efforts and contributions during this time.

Your performance has been reviewed, and we are happy to confirm your continued employment with us as a [Job Title]. Your new employment terms will be effective from [Effective Date].

Thank you for your hard work and commitment. We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]