

Termination of Probation Period Notification

Date: [Insert Date]

Dear [Employee's Name],

We would like to inform you that your probation period with [Company Name] will be officially terminated on [Insert Termination Date]. Your contributions during this time have been appreciated, and we are grateful for the efforts you have put forth.

We look forward to your continued success with the team. If you have any questions regarding this notification, please feel free to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]