

Trial Period Completion Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your trial period, which commenced on [Start Date], has officially concluded as of [End Date].

Your performance during this period has been evaluated, and we are happy to confirm that you have successfully completed your trial period. We appreciate your hard work and dedication to your role.

As of [Effective Date], your position will continue as [Position Title], and you will be entitled to all associated benefits.

Thank you for your contributions thus far. We look forward to your continued success with our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]