

Trial Period Success Evaluation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Trial Period Evaluation

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your trial period with [Company Name]. During this time, we have observed your performance, dedication, and adaptability to our work environment.

Your contributions, particularly in [specific tasks or projects], have been instrumental in our team's success. We appreciate your effort and commitment to [specific strengths or skills].

As we move forward, we encourage you to continue developing your skills and contributing positively to our company culture. Your role will be extended, and we look forward to your ongoing contributions.

Congratulations on your success during this trial period. We are excited about your future with us.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

[Contact Information]