

Completion of Probationary Assessment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance has been evaluated and we are happy to confirm your continued employment with us.

During your probationary period, you have demonstrated [mention key qualities or achievements]. We believe that you will continue to grow and contribute positively to our team.

Your official start date will be [Insert Date]. We look forward to your future contributions and success within the company.

Congratulations on this accomplishment!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]