

Confirmation of Completed Probationary Period

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name] as of [Completion Date]. Your dedication and contributions during this period have been greatly appreciated.

As a result, we are delighted to confirm your position as [Job Title] on a permanent basis. We look forward to your continued success and contributions to the team.

Please feel free to reach out if you have any questions regarding your role or future projects.

Congratulations!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]