

Probation Status Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to confirm your probation status with [Company Name]. As of [insert probation end date], your performance during the probation period has been reviewed.

We are pleased to inform you that you have successfully completed your probationary period. Your role as [Job Title] will be confirmed effective from [Confirm Date].

Please feel free to reach out if you have any questions regarding your employment status or future responsibilities.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]