

Notification of Successful Completion of Probation Period

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your contributions and performance have met our expectations, and we are excited to officially welcome you as a permanent member of our team.

During your probation, you have demonstrated [specific skills or contributions], and we believe you will continue to be an asset to our company.

Your employment status has now changed to that of a permanent employee, effective [Insert Date]. As a permanent employee, you will be entitled to [list any benefits, salary adjustments, or changes in responsibilities].

We look forward to your continued success at [Company Name]. Should you have any questions or need further information, please feel free to reach out.

Congratulations once again!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]