

Probation Completion Acknowledgment

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]. Your performance and contributions during this time have been commendable, and we are excited to continue working with you as a full-time employee.

Your official start date as a permanent employee will be [Insert Date]. As such, you will now be eligible for all benefits associated with your position.

Thank you for your hard work and dedication. We look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]