

# Probation Completion and Employment Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period at [Company Name]. Your contributions and performance have been greatly appreciated, and we are happy to confirm your ongoing employment with us.

As of [Effective Date], you will continue your position as [Job Title], and your new employment status will be that of a permanent employee. Your salary and benefits will remain consistent with the terms discussed during your initial hiring process.

We look forward to your continued contributions to the team and to achieving great things together.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]