

# Probation Period Success Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Insert Employee Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your performance has met the expectations set forth at the beginning of your employment.

We appreciate your hard work, dedication, and the positive contributions you have made to our team. We look forward to your continued success and growth within the organization.

As you move forward, please feel free to reach out to your supervisor or HR should you have any questions or need further assistance.

Congratulations!

Sincerely,

[Your Name]

[Your Position]

[Company Name]