

Probationary Period Conclusion

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally inform you of the conclusion of your probationary period at [Company Name], which has been completed as of [End Date of Probation].

During this period, we have observed your performance and contribution to our team. We are pleased to inform you that you have successfully completed your probationary period.

As a full-time member of our team, you will now be eligible for additional benefits which include [mention any new benefits or perks]. We look forward to your continued growth and contributions in your role.

If you have any questions or require further information, please do not hesitate to reach out.

Congratulations, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]