

Probation Evaluation Confirmation

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance has been evaluated positively, and we are excited to have you as a permanent member of our team.

Your dedication and commitment to your role have not gone unnoticed. We appreciate your contributions and the positive impact you have made during this time.

As of [Effective Date], you will be considered a full-time employee, and your benefits will commence as outlined in your employment agreement. Should you have any questions, please feel free to reach out to your manager or HR.

Congratulations on this accomplishment! We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]