

Probationary Review Success Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Successful Completion of Probationary Period

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your contributions and commitment to your role have been greatly appreciated.

During this time, you have demonstrated your ability to [mention specific skills or achievements]. Your performance has met our expectations, and we are excited to have you as a permanent member of our team.

Please feel free to reach out should you have any questions or require further clarification on your role moving forward.

Congratulations on this achievement!

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]