

Email message confirming probation with positive tone

Subject: Congratulations on Completion of Your Probation

Dear [Employee Name],

Congratulations! You've successfully completed your probation period at [Company Name]. We are happy with your performance and officially confirm your role as [Job Title] effective from [Date].

Thank you for your hard work and commitment. Keep up the great work!

Best regards,

[Supervisor/HR Name]

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