

Temporary confirmation pending final evaluation

[Company Letterhead]

[Date]

[Employee Name]

[Address]

Subject: Provisional Confirmation After Probation

Dear [Employee Name],

This is to inform you that your probationary period, which ended on [Date], has been reviewed.

While the feedback is largely positive, a final evaluation is pending.

As such, your position is provisionally confirmed until [Final Review Date], at which point a formal decision will be communicated. During this period, all standard employment terms will apply.

Sincerely,

[HR Name]

[Company Name]

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