

Probation Confirmation Letter

Subject: Probation Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to officially confirm the successful completion of the probationary period for [Employee's Name], who has been working in the position of [Employee's Position] at [Company Name]. This letter serves as confirmation that [Employee's Name] has successfully passed the probationary period and will continue employment with [Company Name] on a permanent basis.

During the probationary period, [Employee's Name] demonstrated exemplary commitment, dedication, and a strong work ethic. Their performance consistently met or exceeded expectations, and they have become an integral part of our team. Their positive attitude, willingness to learn, and ability to adapt to new challenges have made a significant contribution to our organization.

Effective from [Date], [Employee's Name] will be considered a permanent employee of [Company Name]. As such, they will be entitled to all the benefits and privileges outlined in our company policies, including paid time off, health insurance, retirement plans, and any other applicable benefits.

We are confident that [Employee's Name] will continue to excel in their role and contribute to the growth and success of our organization. We appreciate their hard work, dedication, and valuable contributions during their probationary period, and we are excited to have them as a permanent member of our team.

Should you have any further questions or require any additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Once again, congratulations to [Employee's Name] on successfully completing their probationary period, and we look forward to a continued successful working relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]