

Formal Probation Confirmation Letter

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Based on your performance, conduct, and dedication during this period, you are now confirmed as a permanent employee in your current role.

We look forward to your continued contributions and growth within the company. Congratulations on this achievement.

Sincerely,

[Manager/HR Name]

[Position]

[Company Name]

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