

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Successful Completion of Trial Period

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your trial period for the position of [Job Title], effective [Completion Date].

We have reviewed your performance, skills, and integration into the team over the past [Number] months. Your contributions have met the required standards, and we are happy to confirm your ongoing employment with [Company Name].

As a result of this successful completion, your status is now changed to [Permanent/Full-Time] employee. All other terms and conditions of your employment contract remain in effect.

We appreciate your hard work and dedication during this initial phase. We look forward to your continued growth and success within the company.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

[Company Name]