

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Subject: Confirmation of Trial Period Fulfillment

Dear [Employee Name],

This letter is to formally confirm that you have successfully completed your trial period for the position of [Job Title], which began on [Start Date] and concluded on [End Date].

During this period, your performance, skills, and integration into the team were evaluated against the objectives outlined in your Trial Period Plan. We are pleased to inform you that you have met all the necessary requirements and performance standards.

As a result, your employment is now confirmed as [Permanent/Regular] status, effective [Effective Date]. All other terms and conditions of your employment contract remain in effect. Your next performance review is scheduled for [Date].

We appreciate your hard work and contributions during this initial phase. We look forward to your continued growth and success with [Company Name].

Sincerely,

[Signature]  
[Manager Name]  
[Manager Title]