

[Current Date]

[Employee Name]

[Job Title]

[Department]

Subject: 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].

During this period, we have been impressed with your performance, skills, and your ability to integrate into the team. Your contributions have met the standards expected for this role, and we are happy to confirm your ongoing employment with [Company Name].

All other terms and conditions of your employment contract remain unchanged. We look forward to your continued growth and success within the company.

Congratulations on this achievement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]