

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

[Date]

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

Dear [Employee Name],

Subject: Successful Completion of Trial Period

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

During this period, we have been impressed with your performance, skills, and the contribution you have made to the team. We are delighted to confirm your permanent appointment to this role.

All other terms and conditions of your employment contract remain the same. Your next performance review is scheduled for [Date/Month].

Thank you for your hard work and commitment. We look forward to your continued success with [Company Name].

Yours sincerely,

[Manager Name]
[Manager Title]