

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

Subject: Successful Completion of Probationary Period

Dear [Employee Name],

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

During this period, we have been impressed with your performance, dedication, and the contributions you have made to the team. We are happy to confirm your appointment as a permanent employee of [Company Name].

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

We look forward to your continued success and growth within the company. Thank you for your hard work and commitment.

Yours sincerely,

[Manager Name]  
[Manager Title]  
[Company Name]