

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Job Title]

Dear [Employee Name],

I am writing to formally notify you that you have successfully completed your probation period for the position of [Job Title], effective from [Completion Date].

We have reviewed your performance over the past [Number] months and are pleased to confirm your appointment as a permanent member of the team. We appreciate your hard work and the contributions you have made to the company so far.

All other terms and conditions of your employment contract remain the same. If you have any questions regarding your benefits or permanent status, please contact the Human Resources department.

Congratulations on reaching this milestone. We look forward to your continued success with [Company Name].

Sincerely,

[Manager Name]
[Manager Title]