

[Date]

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

Subject: Confirmation of Probationary Period Completion and Contract Renewal

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period at [Company Name]. We have been impressed with your performance and your transition into your remote role over the past [Number] months.

Based on your performance, we would like to formally renew your employment contract. Your position will continue as [Job Title] under a [Permanent/Fixed-Term] arrangement, effective [Start Date].

Please note the following details regarding your remote work status:

- **Work Mode:** 100% Remote / Hybrid
- **Reporting Manager:** [Manager Name]
- **Compensation:** [Salary Amount]
- **Equipment:** You will continue to use [Company-provided equipment / Personal equipment] as per our remote work policy.

All other terms and conditions outlined in your initial offer letter and the Employee Handbook remain in effect. Please review the attached contract, sign it, and return a scanned copy to [Email Address] by [Deadline Date].

Thank you for your hard work and contributions to the team. We look forward to your continued success with us.

Sincerely,

[Your Name]
[Your Title]
[Company Name]