

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Employment and Probation Completion

Dear [Employee Name],

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

Based on your performance and integration into the team, we are confirming your permanent appointment effective from [Date]. All other terms and conditions of your employment contract remain unchanged.

As part of our commitment to continuous improvement, we value your feedback regarding your experience during the onboarding and probation process. We would appreciate it if you could complete the enclosed Candidate Satisfaction Survey or share your thoughts on the following:

- The clarity of the recruitment process.
- The effectiveness of your induction and training.
- Your overall experience with the company culture so far.

Congratulations on reaching this milestone. We are excited to have you as a permanent member of the team and look forward to your continued contributions to [Company Name].

Yours sincerely,

[Sender Name]
[Sender Title]