

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Outcome of Probationary Period Review

Dear [Employee Name],

Following your recent performance review meeting held on [Date], I am writing to formally notify you of the outcome regarding your probationary period for the position of [Job Title].

[Choose one of the following options:]

Option 1: Successful Completion

I am pleased to confirm that you have successfully completed your probationary period. Your performance has met the required standards, and your appointment is now confirmed. All other terms and conditions of your employment contract remain in effect.

Option 2: Extension of Probation

We have decided to extend your probationary period for a further [Number] months, ending on [Date]. This extension is intended to allow more time for you to reach the required performance standards in the following areas: [List Areas]. We will meet regularly during this time to provide support and monitor progress.

Option 3: Termination of Employment

Regrettably, we have decided that your employment will not be confirmed beyond the probationary period. This is due to [Reason, e.g., performance standards not being met]. Your final day of employment will be [Date]. Information regarding your final pay and any outstanding benefits will be sent to you separately.

Thank you for your contributions to the team during this period.

Yours sincerely,

[Your Name]
[Your Title]