

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Permanent Placement and Probation Feedback

Dear [Employee Name],

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

We have reviewed your performance over the past [Number] months. Below is a summary of our feedback:

Key Achievements:

[Insert specific accomplishments or projects completed during probation]

Strengths:

[Insert specific skills or attributes the employee demonstrated]

Areas for Development:

[Insert any goals or skills to focus on in the coming months]

Based on your performance, we are confirming your permanent appointment. Your terms and conditions of employment will continue as outlined in your original employment contract.

We look forward to your continued contributions to [Company Name]. Congratulations on this milestone.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]