

[Date]

[Candidate Name]

[Job Title]

[Department]

Dear [Candidate Name],

Subject: Outcome of Probationary Period

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

During your probation, we have observed the following strengths in your performance:

- [Strength 1]

- [Strength 2]

- [Strength 3]

As we move forward, we would like to highlight the following areas for continued professional development:

- [Development Area 1]

- [Development Area 2]

Your appointment is now confirmed as a permanent member of the team. All other terms and conditions of your employment contract remain in effect.

We appreciate your contributions to the team so far and look forward to your continued growth within [Company Name].

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]