

[Company Name/Recruitment Agency Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Confirmation of Employment / Probation Period Evaluation

Dear [Employee Name],

This letter is to formally notify you of the outcome of your performance evaluation following the completion of your probationary period on [Date].

I am pleased to inform you that you have successfully completed your probation. Your performance and integration into the team have met our expectations, and your appointment as a [Job Title] is now confirmed as permanent.

During the evaluation process, the following areas were highlighted:

- Key Achievements: [Insert specific successes]
- Strengths: [Insert skills or behaviors]
- Areas for Continued Growth: [Insert development goals]

Your terms and conditions of employment will remain as stated in your initial contract, with the following updates (if applicable):

- [Salary adjustment/Bonus eligibility]
- [Revised notice period]
- [Additional benefits]

We appreciate your hard work and contribution to [Company/Agency Name] during these past few months. We look forward to your continued success with us.

Please sign and return a copy of this letter to acknowledge receipt.

Sincerely,

[Manager Name]

[Title]

[Recruitment Agency Name]

Employee Acknowledgment:

Signature: _____ Date: _____