

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Title]
[Department]

Dear [Employee Name],

Re: Post-Probation Evaluation and Confirmation of Employment

This letter is to formally notify you that you have successfully completed your probationary period as [Job Title], which concluded on [Date].

During the evaluation process, your performance was measured against the core competencies and executive search objectives established at your commencement. We have noted your significant contributions in the following areas:

- Strategic alignment with client requirements and organizational culture.
- Efficiency and quality in candidate sourcing and executive assessment.
- Integration into the leadership team and professional conduct.

Based on your performance, we are pleased to confirm your permanent appointment to the position of [Job Title], effective [Date]. All other terms and conditions of your original employment agreement remain in effect.

Moving forward, your key performance indicators for the next six months will focus on [Specific Goal 1] and [Specific Goal 2]. We will continue to hold regular review meetings to support your ongoing professional development.

Congratulations on your achievements thus far. We look forward to your continued success and leadership within the firm.

Sincerely,

[Name]
[Title/Director]
[Company Name]

Acknowledgement:

I, [Employee Name], accept the confirmation of my employment as outlined above.

Signature

Date