

Probation Completion Notification Letter

Subject: Probation Period Completion

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probation period with [Company Name]. Your performance, dedication, and contribution during this period have been highly appreciated.

Effective immediately, your employment status will be confirmed as a permanent employee. Please contact HR for any questions regarding your updated benefits and responsibilities.

Congratulations and welcome officially to the team!

Best regards,

[Your Name]

[Your Position]

[Company Name]

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