

Probation Completion and Confirmation Letter

Subject: Probationary Period Completion - Congratulations!

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have successfully completed your probationary period as of [Date].

Based on performance evaluations from your manager and feedback from your colleagues, you have demonstrated:

- Strong technical skills and competence in your role
- Excellent collaboration and team integration
- Commitment to our company values and culture
- Consistent professionalism and reliability

Your employment is now confirmed as permanent, effective immediately. This confirmation includes:

- Full eligibility for all employee benefits and programs
- Access to professional development opportunities
- Eligibility for performance bonuses and increases
- Standard notice period terms as per your contract

Your manager, [Manager Name], will schedule a meeting to discuss your performance review in detail, set goals for the coming period, and outline your development plan.

We are thrilled to have you as a permanent member of our team and look forward to your continued contributions to [Company Name].

Once again, congratulations on this milestone!

Sincerely,

[HR Director Name]

[Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/on-boarding-and-orientation-policy-template>