

Probation Early Confirmation - Professional

Subject: Early Confirmation of Permanent Employment Status

Dear [Employee Name],

I am delighted to inform you that, based on your exceptional performance, we have decided to confirm your employment ahead of your scheduled probation end date. Your permanent employment status will be effective [Early Confirmation Date], rather than the original date of [Original End Date].

This early confirmation is a testament to your outstanding contributions, rapid integration into the team, and consistent demonstration of the skills and values we seek in permanent employees. Your work on [specific achievements] has significantly benefited the department and organization.

All permanent employee benefits and entitlements will commence from [Early Confirmation Date].

You will receive updated employment documentation reflecting this change within the next few days.

Congratulations on this well-deserved recognition. We are fortunate to have you on our team.

Best regards,

[Manager Name]

[Title]

[Department]

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