

Successful Probation Completion - Professional

Subject: Confirmation of Successful Probation Period Completion

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probation period, which began on [Start Date] and concluded on [End Date]. Your performance during this time has met and, in many areas, exceeded our expectations.

Throughout your probation period, you have demonstrated strong competencies in [specific skills/areas], shown excellent collaboration with team members, and consistently delivered quality work. Your contributions to [specific projects or achievements] have been particularly noteworthy. Effective [Date], your employment status will transition to permanent, and you will be eligible for all standard employee benefits as outlined in our employee handbook. Your annual salary will remain at [Amount], and you will now be eligible for [benefits, bonuses, or other perks].

We are excited to have you as a permanent member of our team and look forward to your continued growth and contributions to the organization.

Congratulations on this achievement.

Best regards,

[Manager Name]

[Title]

[Department]

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