

# Outstanding Performance During Probation - Heartfelt

Subject: Exceptional Probation Performance Recognition

Dear [Employee Name],

It gives me tremendous pleasure to write this letter recognizing your outstanding performance during your probation period, which concluded on [Date].

From day one, you have approached every task with enthusiasm, dedication, and a level of professionalism that exceeds what we typically see from new employees. Your impact on [specific projects or areas] has been remarkable, and you've quickly become an invaluable member of our team.

What truly sets you apart is not just your technical competence, but your collaborative spirit, willingness to learn, and positive attitude. You've embraced our company culture wholeheartedly and have already begun mentoring newer team members, which speaks volumes about your character and leadership potential.

Your probation period is officially complete, and I'm thrilled to confirm your permanent position as [Job Title]. Additionally, in recognition of your exceptional contributions, we are [mention any special recognition, early raise consideration, or additional responsibility if applicable].

Thank you for bringing your best self to work every day. I'm genuinely excited about your future with our organization and the contributions I know you'll continue to make.

Warmest congratulations,

[Manager Name]

[Title]

[Department]

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