

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Congratulations on reaching your one-month milestone with [Company Name]! We are thrilled to have you as part of our team.

Over the past thirty days, we have been impressed by your [mention a specific strength, e.g., quick learning / positive attitude / contributions to X project]. You have integrated well into the department, and we appreciate the hard work you have put in during your onboarding period.

We are excited to see your continued growth and the impact you will make in the coming months. Please let us know if there is anything we can do to further support your professional development.

Thank you for a great first month!

Best regards,

[Your Name]

[Your Title]

[Company Name]