

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

I am very pleased to inform you that you have successfully completed your probationary period at [Company Name].

Since joining us on [Start Date], your performance and integration into the team have met all our expectations. We are delighted to confirm your permanent appointment to the position of [Job Title].

Your employment will now continue under the standard terms and conditions outlined in your original contract. All benefits applicable to permanent staff will now take effect as of [Effective Date].

We appreciate your hard work and the contributions you have made during these past [Number] months. We look forward to your continued growth and success within the company.

Congratulations and welcome aboard as a permanent member of the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]