

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Congratulations! I am pleased to formally notify you that you have successfully completed your probationary period at [Company Name], effective [Date].

During these past [Number] months, we have been impressed with your performance, your dedication to your role, and your integration into the team. We believe you are a valuable asset to the company, and we are excited to have you as a permanent member of our staff.

With the successful completion of your probation, you are now entitled to the full benefits package associated with your position, as outlined in your employment contract. These include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

We look forward to your continued growth and success within the organization. If you have any questions regarding your status or benefits, please do not hesitate to contact the Human Resources department.

Thank you for your hard work and commitment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]