

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]

**Subject: Confirmation of Successful Completion of Probation**

Dear [Employee Name],

I am pleased to formally inform you that you have successfully completed your probationary period in the position of [Job Title], effective [End Date of Probation].

Since joining the team on [Start Date], your performance has met the standards required for this role. We appreciate your hard work and the contributions you have made to [Department Name] thus far.

With the successful completion of your probation, your status will now transition to that of a regular full-time employee. All other terms and conditions of your employment contract remain in effect. [Optional: Please note that you are now eligible for additional company benefits as outlined in the employee handbook.]

We look forward to your continued growth and success with [Company Name]. Congratulations on this milestone.

Sincerely,

[Manager Name]  
[Job Title]  
[Company Name]