

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Regular Employment Status**

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period effective [Date]. Based on your performance evaluation, your employment status has been updated from Probationary to Regular Employee.

Your transition to regular status confirms your entitlement to the following benefits as outlined in the company policy:

- [Benefit 1, e.g., Health Insurance]
- [Benefit 2, e.g., Paid Time Off/Vacation Leave]
- [Benefit 3, e.g., Retirement Plan Eligibility]

All other terms and conditions of your original employment agreement remain in effect. We appreciate your hard work and contributions to [Company Name] during your initial months, and we look forward to your continued growth with the team.

Please sign and return a copy of this letter to the HR department to acknowledge receipt of this update.

Sincerely,

[Manager Name]

[Job Title]

[Company Name]

**Acknowledgment:**

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[Employee Signature / Date]