

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

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

Since joining us, you have demonstrated the skills and commitment necessary for your role. We are very happy with your performance and are excited to officially welcome you as a permanent member of our team.

Your terms and conditions of employment will continue as per your original contract, and you are now eligible for [mention any new benefits, e.g., health insurance, pension scheme, or increased notice period] as outlined in the company handbook.

We look forward to your continued contribution to the success of [Company Name]. Thank you for your hard work and dedication so far.

Sincerely,

[Manager Name]

[Title]

[Company Name]