

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Job Title]  
[Department]

Subject: Completion of Probationary Period

Dear [Employee Name],

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

We have closely monitored your performance and are satisfied with the skills and commitment you have demonstrated. Therefore, your appointment is now confirmed as a permanent employee of [Company Name].

All other terms and conditions of your employment contract remain the same. You are now eligible for the full range of benefits associated with permanent status as per company policy.

Congratulations on your achievement. We look forward to your continued contribution to the success of our team.

Yours sincerely,

[Manager Signature]

[Manager Name]  
[Manager Title]