[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Successful Completion of Probation

Dear [Employee Name],

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

Since joining [Company Name] on [Start Date], your performance and integration into the team have met our expectations. This letter serves as formal confirmation of your permanent appointment to this role.

Your terms and conditions of employment will remain as stated in your original employment contract. Your next formal performance review is scheduled for [Date].

Thank you for your hard work and contribution to the team so far. We look forward to your continued success with the company.

Best regards,

[Manager Signature]
[Manager Name]
[Manager Title]