[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Successful 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].

Since joining [Company Name] on [Start Date], you have demonstrated the skills and dedication required for this role. We have been impressed with your performance and your contribution to the team.

Following the successful completion of your probation, your employment is now confirmed as a [Permanent/Regular] member of staff. All other terms and conditions of your employment contract remain the same.

We look forward to your continued growth and success within the company. Thank you for your hard work and commitment.

Sincerely,

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