[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

Subject: Notification of Probationary Period Outcome

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 performance standards required for this role. We appreciate your hard work and your positive contributions to the team during this initial phase.

As of [Date], your employment status will transition to [Permanent/Regular] full-time employment. All other terms and conditions of your employment agreement remain in effect.

We look forward to your continued growth and success with us. Congratulations on this achievement.

Sincerely,

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