[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Confirmation of Successful Completion of Probationary Period**

Dear [Employee Name],

Congratulations! We are pleased to confirm that you have successfully completed your probationary period as of [DATE]. Based on your performance during this time, we are delighted to offer you a permanent role with [Company Name] in your position as [Job Title].

Your contributions during the probationary period have demonstrated your skills, commitment, and alignment with our company values. We are confident that you will continue to make a positive impact in your role and within the team.

**Next Steps**:

Your terms of employment remain as outlined in your original employment agreement, with the following updates:

* [*Highlight any changes, e.g., “You are now eligible for [benefits/perks].”*]
* [*New Salary/Compensation Details, if applicable*].

If you have any questions regarding your role, responsibilities, or employment terms, please feel free to reach out to [Manager’s Name/HR Contact] at [Email Address/Phone Number].

We look forward to your continued success and are excited about the future ahead. Welcome to the team as a permanent member!

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................