

[Letterhead]

[Date]

Dear [Employee's Name],

Subject: **Completion of Probationary Period**

We are pleased to inform you that you have successfully completed your probationary period as of [Date of Completion]. During the probationary period, your performance and contributions have been reviewed, and we are happy to confirm that your position as [Job Title] is now permanent with [Company Name].

Your dedication and hard work have not gone unnoticed, and we believe you will continue to contribute positively to the growth and success of the company. You are now eligible for the benefits and entitlements accorded to permanent employees, including [mention any specific benefits, if applicable, such as health insurance, paid leave, etc.].

We encourage you to continue demonstrating the skills and commitment that have earned you this opportunity. Your supervisor will provide feedback and support to ensure you reach your full potential in this role.

Should you have any questions regarding your permanent status or your employment benefits, please do not hesitate to contact the HR department.

Once again, congratulations on successfully completing your probationary period. We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]