**Confirmation of Successful Probation Letter**

**Template**

A picture containing background pattern

Description automatically generated

*Add Business Logo and print on headed paper*

[Employee Name] [Employee Surname]

[Line 1 Employee Address]

[Line 2 Employee Address]

[Line 3 Employee Address]

[Date of Letter]

Re: Confirmation of Employment

Dear [Employee First Name],

In line with your contract of employment, your probationary period was due to expire on the [Date/Month/Year].

Following on from your recent probation review meeting, I am pleased to confirm that you have successfully completed your probationary period. Congratulations.

\*\*If Applicable\*\*

I would like to take this opportunity to remind you that you are now eligible [insert details of any benefits the employee is now eligible to receive]. Please confirm to me directly if you wish to arrange this.

Thank you for your commitment and effort to date and I wish you every success in your career with [Business Name].

If you have any queries, please do not hesitate to speak to me.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Manager Name]

[Manager Position Title]