

October 22, 2025

Dear Alice Johnson,

We are pleased to inform you that you have successfully completed your probationary period for the role of **Software Engineer** at **TechNova Inc.**.

Your performance and dedication have been commendable, and we look forward to your continued contributions to the team.

Congratulations and welcome as a permanent member of the TechNova Inc. family!

Sincerely,

John Smith

Human Resources Manager

TechNova Inc.