{{CurrentDate}}

Dear {{Name}},

We are pleased to inform you that you have successfully completed your probationary period for the role of **{{Position}}** at **{{CompanyName}}**.

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 {{CompanyName}} family!

Sincerely,

**{{HRName}}**

Human Resources Manager

{{CompanyName}}