

Date: <<< CURRENT\_DATE >>>

To Mr. <<< P\_EMP\_NAME >>>

Dear Mr. <<< P\_EMP\_NAME >>>

Sub: Notification of end of Probation

It gives me a great pleasure to inform you that you have completed the assigned probation period successfully in the position of <<< P\_EMP\_DESIGNATION >>> on <<< P\_DATE\_VALUE1 >>> .

May I take this opportunity to congratulate you and wish you every success in your job.

Regards,  
Tarun Gupta  
Chief Executive Officer  
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