**\*Successful end of Probation (Revised Apr2018)**

**\*Notes:**

**\*Contact** [**MyHR**](http://www2.gov.bc.ca/gov/content?id=BA01C2B7E36D4AD9A435EF9D36972023) **for assistance if required**

**\*Delete all \* lines**

**\*Delete paragraphs that do not apply**

**\*Customize letter Footer**

**\*Replace CAPITALIZED words as appropriate**

#### \*Opening

DATE File: 1385-20/1st 4 LETTERS OF EMPL SURNAME

NAME

STREET ADDRESS

CITY, PROV, POSTAL CODE

Dear NAME:

Re: Successful Completion of Probationary Period

WORKING TITLE, CLASSIFICATION

MINISTRY, BRANCH, LOCATION

I am very pleased to confirm that you have successfully completed your probationary period.

You have demonstrated COMMENTS ABOUT PERFORMANCE over the INSERT PERIOD OF TIME.

In particular, I would like to acknowledge AREAS OF STRENGTH, SPECIAL CONTRIBUTIONS, ETC.

I look forward to continuing to work with you. I hope your success will continue throughout your career with the BC Public Service.

Congratulations and thank you for a job well done.

Yours truly,

MANAGER’S NAME

WORK TITLE

TELEPHONE