**\*EXCLUDED EMPLOYEE END PROBATION AND RAISE (Revised Apr2018)**

**\*Notes:**

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

**\*Delete all \* lines**

**\*Delete all 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: Probationary Period and Salary Increase

WORKING TITLE, CLASSIFICATION

POSITION NUMBER, MINISTRY NUMBER-PAYLIST

MINISTRY, BRANCH, LOCATION

I am very pleased to confirm your successful completion of the probationary period in the above-noted position.

During the last six months, you have demonstrated INSERT RELEVANT COMMENTS ABOUT PERFORMANCE.

*\*Optional*

In particular, I would like to acknowledge INSERT COMMENTS ABOUT STRENGTHS, SPECIAL CONTRIBUTIONS, ETC.

I am also pleased to advise you that effective DATE, your salary will be increased to $ bi-weekly.

I look forward to continuing to work with you in the future. 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,

NAME OF DELEGATED APPOINTMENT AUTHORITY

TITLE

PHONE NUMBER

CC: Scan and submit a copy via [AskMyHR](https://sfs7.gov.bc.ca/affwebservices/public/saml2sso?SPID=urn:ca:bc:gov:customerportal:prod)