

Probation passed letter

<EMPLOYEE NAME>
<EMPLOYEE ADDRESS>

<DATE>

Subject: Probation period passed

Dear <EMPLOYEE NAME>,

I am writing you to advise you that your probation was due to end on <DATE> as stated in your contract of employment with <COMPANY NAME>.

We are happy to inform you that you have successfully passed your probation and that your employment is now confirmed.

Please do not hesitate to contact us if you have any questions.

Yours sincerely,

<HR NAME
HR TITLE>

<MANAGER NAME
MANAGER TITLE>