Our Reference:

Date:

Name

Present

Dear «EnglishName»,

Re: Confirmation of Probation

We are pleased to inform you that you have successfully completed your probation period that ends on «ProbationDate» . Your basic salary is increased to HKD «Wages» «WagesPeriod» with effect from «CommenceDate».

We would like to express our thanks for your efforts and look forward to your continuing contributions to our Company.

Yours sincerely,

For and on Behalf of

XXXXXX Ltd

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Department Head

Title