



[DATE]

Dear [Employee Name]

**Re: Probationary Period**

As you are aware, your appointment with [company] was subject to a probationary period of [x] months. Following regular reviews throughout your probation period, I am delighted to inform you that you have successfully completed this probationary period and your employment will now continue with the Company as a permanent member of the team.

[Option: list here some of the things you were particularly impressed with or list any improvements you wish the employee to make]

Your probationary period counts towards your continuous service with the organisation. All terms and conditions as detailed in your contract of employment, issued to you when joining, remain unchanged.

I would like to take the opportunity to congratulate you on your hard work to date and I look forward to continuing our work together.

Yours sincerely

[name and position]