Letter confirming successful completion of probationary period

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

When you commenced employment with us on *[insert date]* in the role of *[insert job title]* you were informed that your employment was subject to the satisfactory completion of a probationary period of *[insert number]* months.

I am delighted to confirm that you have successfully completed your probationary period. The time you have worked during your probationary period will count towards your length of service with the business.

I would like to take this opportunity to congratulate you and wish you all the best in your continued role. If you have any queries please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*