[Company Name / Logo]

[*Date*]

[*State how delivered: e.g.* By Hand OR By 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[*Name*]

[*Address*]

Dear [*Name*]

**Successful Completion of Probation**

I am pleased to confirm that your performance during your probation period has been assessed and that your probation period has been successfully completed.

I can confirm that you are now a permanent member of the team.

[*State any areas that you wish the employee to improve upon/state any further training required*].

All terms and conditions as detailed in your contract of employment, issued to you when joining, remain unchanged [OR *detail any changes*].

I look forward to your continued progress within [*name of organisation*].

Yours sincerely,