

## About the Document

<b>name</b>	<b>PP-MGR-3120-M. Probation Completion Letter</b>
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to Managers & HR
<b>what it is</b>	<p>A letter template used to provide new employees with written confirmation of successful completion of their probationary period. The letter also:</p> <ul style="list-style-type: none"> <li>◆ Reinforces what has been done well</li> <li>◆ Notes areas for development</li> <li>◆ Sets goals to be reviewed during the next formal performance review cycle</li> </ul> <p>This letter template can be used for new hires or existing employees transferred or promoted into a new position.</p>
<b>who uses it</b>	Managers / HR staff modify the letter script as appropriate for the employee
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>PP-MGR-3110-M. Probationary Period Review Form</i></li> <li>◆ <i>PR-ALL-3170-M. Annual Performance Review Form</i></li> </ul>

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.

## Instructions

1. Save a copy of the template to your working directory. Include the following in the file name:



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