

About the Document

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

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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