



DD/MM/YYYY

Name

c/o CUSTOMIZER: Insert Company Legal Name

CUSTOMIZER: Insert Company Address

Re: Successful Completion of Probationary Period

Dear First Name,

The following letter confirms our conversation on DD/MM/YYYY.

As you know, your employment was subject to a probationary period of EXAMPLE: 3 months. During this period, your performance and skills were assessed against the position duties and success traits.

Include the following sentence ONLY if PP-PBL-3110-M. Probationary Period Review Form was completed. Otherwise delete the sentence. During our conversation, we discussed the evaluation of your performance against the position's success factors as outlined in the *Probationary Period Review Form*. It is my pleasure to confirm that you have successfully completed your probationary period ending on DD/MM/YYYY.

Congratulations, First Name! You are now eligible for the Company's benefits plan beginning DD/MM/YYYY, as described in CUSTOMIZER: Insert location of company benefits information.

The following sections of this letter confirm our discussion, the purpose of which was to:

1. Reinforce where you excel.
2. Suggest areas of development to ensure utmost success in your role.
3. Discuss upcoming goals for the next EXAMPLE: 6 months, leading up to your next formal performance evaluation as part of the Company's regular annual performance review cycle.
4. Provide you with an opportunity to share with us how best to support you in your position.

Over the next Insert number of months until the next standard Company review period, the following will ensure you are focused on the right priorities and will form the foundation for our next formal performance evaluation.

Reinforcing Where You Excel

Overall, you excel or are an example to others in the following areas. Keep doing what you're doing!

- ◆ [Redacted]
- ◆ [Redacted]
- ◆ [Redacted]

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Goal / Accomplishment	Target Completion Date	Comments/Details
Insert MEASURABLE goal - Be as clear, concrete, and detailed as possible.	DD-MM-YYYY	
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Please indicate receipt of this letter by signing both copies and returning one copy to **contact name** by date - 3 business days from letter date. You may retain the other copy for your records.

Congratulations **First Name**. We very much look forward to continuing to work with you.

Sincerely,

Employee Manager's Name, Title

CUSTOMIZER: Insert Company Name

Copy: Payroll, HR

I have received a copy of the above letter.

Signature - **Employee Name**

Date

Please take a moment to summarize how the Company/your manager can best support you in your role. Kindly provide us with one or two reasonable suggestions.