

Pass probation letter template

Subject line: Successful completion of probation period

[Today's date]

Dear [name of HR manager/ line manager],

I'm really pleased to confirm that you have successfully completed your probationary period in the role of [insert job title]. Congratulations on becoming a permanent member of the [insert company or department name]!

[Optional] During the last [insert number of months], we've been impressed by your [insert example] and your work on [insert example].

Your probationary period counts towards your total length of service with [insert company name], and we're looking forward to seeing where you take the role of [insert job title].

Congratulations once again. It's great to have you on the team!

Best wishes,

[Your name]

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