[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS]

Dear [INSERT FIRST NAME]

Your probationary period with [Organization Name] is scheduled to end on [INSERT DATE], and your performance during this period has been successfully consistent with the responsibilities of your position.

I am pleased to confirm your continued employment with [**Organization Name**] as of [immediately/DATE]. The terms and conditions of employment specified in your initial [contract/letter of engagement] dated [INSERT DATE] will apply to your current position.

Thank you for your contributions to [Organization Name]. We look forward to continuing to work with you.

Yours sincerely,

[INSERT NAME]

[INSERT POSITION]