END OF PROBATION LETTER

<Date>

<Full Name>

<Title>

[Organization Name]

Dear <Insert Name>,

As you are aware, your employment with [Organization Name] was subject to a probationary period of <insert period # of time>. We are pleased to confirm your ongoing employment with us effective <insert date here>. Congratulations on the successful completion of your probationary period!   
  
The terms and conditions of employment as set out in your original employment agreement will be reviewed and any potential changes to your <hours/wages/salary>will be updated effective <insert date here>. Additionally, we are pleased to welcome you to enroll in our company benefits plan via, <insert provider here>. [Organization Name] reserves the right to change benefit carriers and/or coverage at any time, at their own sole discretion.

We thank you for your ongoing commitment to excellence at [Organization Name] and congratulate you on your outstanding performance.

Sincerely,

<Name, Title, Position>