**Private and Confidential (SENT BY FIRST CLASS SIGNED FOR POST)**

INSERT NAME

INSERT ADDRESS

INSERT DATE

Dear Insert Name,

**Successful Probation Letter**

I am writing further to our meeting which took place on Insert Date at the Insert Location office. I am pleased to confirm that you have successfully completed your probationary period of 6 months with Insert Company Name.

The Terms and Conditions of your employment as set out in your original contract will continue to apply to your on-going position.

I am sure that you will continue to carry out your duties with the high level of commitment and professionalism which you have shown so far.

Congratulations and keep up the good work!

Yours sincerely

**Insert Name**

**Insert Title**