[Insert Todays Date]

[Employee ﬁrst name] [Employee last name]

[Employee address]

[Suburb] [State] [Postal Code]

Dear Employee ﬁrst name,

We wish to conﬁrm the successful completion of your probationary period.

We look forward to having an ongoing successful and enjoyable working relationship with you.

Yours sincerely,

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[Your ﬁrst name] [Your last name]

[Your position]