### Qualifying Period Completion

*<Insert Company Details>*

*<insert date>*

*<insert employees name & address>*

*Dear <insert employee name>*

**RE: Completion of Six-Month Probation Period / Employment**

I am pleased to inform you that you have successfully completed the probationary period of your employment with *<insert employer name>*. As such, we wish to confirm your position of *<insert role / position>* in our <i*nsert location>.*

*<Insert employer name>* would like to take this opportunity to offer you congratulations on achieving this milestone and wish you a continuing and rewarding association with us.

I take this opportunity to welcome you to *<Insert employer name>* on a permanent basis.

Should you have any queries, please feel free to contact me.

Yours sincerely

*<insert name and title of signature, e.g. Director>*