Dear \_\_\_\_\_\_\_\_\_\_\_\_

Further to your formal probationary review meeting of DATE I am writing to confirm the successful completion of your probationary period. As such, I am pleased to confirm your ongoing employment with the organisation.

The terms and conditions, as outlined within your original contract of employment dated (DATE) will continue to apply.

Thank you for your contribution to (COMPANY) to date, and wishing you every success in your future development within (COMPANY).

Yours sincerely

NAME

JOB TITLE