Letter of Completion of Probationary Period

(Name of HR Manager)
(Title)
(Phone Number)
(Email)
(Date)

(Recipient Employee's Name)
(Title)
(Department)
(Phone Number, Email Address)
(Practice Name)

Dear (Recipient Employee Name),

We are pleased to congratulate you on the successful completion of your probationary period with our organization. Effective (Insert Date), you will have achieved (Insert Full or Part Time) permanent employment status.

OPTIONAL:

Please be advised that you are now eligible for the (Practice Name) Group Benefits Plan. You may request the necessary forms from (Name Title, Appropriate Authority) and submit your application at your earliest convenience.

If you require any further information, please feel free to contact (Insert Contact Name) or the Human Resources department at (Insert Phone Number).

We look forward to your ongoing contributions to the success of our organization.

Sincerely,

(Name of Manager)