

[Date]

Dear [Staff member name]

**Successful completion of probationary period**

As you are aware, your appointment with this organisation was subject to a probationary period of [number] months. I am delighted to inform you that you have successfully completed this probationary period and your employment will now continue with the organisation.

Your probationary period counts towards your continuous service with the organisation.

I look forward to working with you over the coming months and years.

Kind regards

[name and position]