Probation completion email

Send it on or a few days before the probation end date, after the review conversation. Never let the date pass without a written outcome.

FORMAL CONFIRMATION

Subject: Confirmation of your employment: [Job Title]

Dear [First Name],

I'm pleased to confirm that you have successfully completed your probationary period with [Company]. Your employment as [Job Title] in [Department] is confirmed effective [Confirmation Date].

From this date:

- [Benefit or term change, e.g. you are eligible to enroll in the company 401(k) match]
- [Notice period change, if applicable]
- [Pay change, if applicable, e.g. your hourly rate increases from $17.50 to $18.25]

All other terms of your employment remain as set out in your [offer letter or contract] dated [Offer Date]. A copy of your confirmation letter is attached for your records.

Congratulations, and thank you for a strong start.

Sincerely,
[Your Name]
[Title], [Company]

WARM NOTE FROM THE MANAGER

Subject: You've passed probation, [First Name]

Hi [First Name],

As we discussed today, you've passed probation. Officially confirmed as of [Confirmation Date].

I wanted to put in writing what stood out over the last [Probation Length]: [Specific Example 1] and [Specific Example 2]. That's exactly what we hoped for when we hired you.

HR will send your confirmation letter separately. In the meantime, keep doing what you're doing, and let's talk about what you'd like to work on next at our 1:1 on [Next Meeting Date].

Congratulations,
[Manager Name]

CONFIRMED, WITH DEVELOPMENT GOALS

Subject: Probation complete: next steps for [First Name]

Hi [First Name],

You've completed your probation and your employment is confirmed from [Confirmation Date]. Congratulations.

You've done well on [Strength 1] and [Strength 2]. As we discussed, there are two areas I'd like us to keep working on over the next [Time Frame]:

1. [Development Area 1 and how it will be measured]
2. [Development Area 2 and the support you'll get]

These are normal next steps, not conditions on your confirmation. We'll review progress at [Review Point].

[Manager Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Confirmation of your employment: [Job Title]
- You've passed probation, [First Name]
- Probation complete: congratulations
- Your employment is confirmed from [Confirmation Date]
- Probation review outcome
- Welcome to the team, officially

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name]. Congratulations, you've passed probation and your role as [Job Title] is confirmed from [Confirmation Date]. Your confirmation letter is in your email. Thanks for a great start.

Placeholders to replace: [First Name], [Job Title], [Department], [Confirmation Date], [Probation Length], [Offer Date], [Specific Example 1], [Strength 1], [Development Area 1], [Time Frame], [Review Point], [Next Meeting Date], [Manager Name], [Your Name], [Title], [Company]