Probation Confirmation Letter

Use Version A when the employee has met expectations. Use Version B only after a documented probation review and a conversation with the employee. Replace every placeholder in square brackets and delete any sentence that does not apply.

VERSION A: CONFIRMATION OF EMPLOYMENT

[Company Letterhead]

[Date]

[Employee Full Name]
[Employee ID]
[Job Title], [Department]

Dear [Employee First Name],

I am pleased to confirm that you have successfully completed your probationary period as [Job Title], which began on [Start Date] and ended on [Probation End Date].

During your review on [Review Date], we discussed your progress. In particular, [specific achievement, for example: you reached the team quality target of 90% by week eight and became the go-to person on the night shift for billing questions]. Thank you for the effort you have put in during your first months.

Effective [Effective Date], the following changes apply:

- Your status changes from probationary to [regular full-time / regular part-time] employee.
- [You are now eligible for [benefit, e.g. paid time off accrual / the tuition reimbursement program / internal job postings].]
- [Your pay increases from [$Current Rate] to [$New Rate] per [hour / year], as set out in your offer letter.]
- [Your notice period is now [X weeks], as set out in your contract.]

All other terms of your employment remain as set out in your offer letter dated [Offer Date] and in the company's policies. [For US at-will employers: Completing probation does not change the at-will nature of your employment, which means either you or the company may end the employment relationship at any time, with or without cause or notice.]

Your goals for the next [six months] are [goal 1] and [goal 2]. [Manager Name] will check in with you on these at your next review in [Month].

Congratulations, and thank you for being part of the team.

Sincerely,

[Manager Name]
[Manager Title]

cc: Human Resources, personnel file

VERSION B: EXTENSION OF PROBATION

[Company Letterhead]

[Date]

[Employee Full Name]
[Employee ID]
[Job Title], [Department]

Dear [Employee First Name],

Following our meeting on [Review Date], this letter confirms that your probationary period as [Job Title] will be extended by [number] [weeks / months], to [New Probation End Date]. [Your offer letter / company policy] allows for an extension of up to [maximum period].

We are extending your probation because [clear, factual reasons, for example: your average handle time remains at 11 minutes against a target of 8, and you have had three unplanned absences in the last six weeks]. We have seen progress in [area of progress], and we want to give you a fair opportunity to meet the remaining standards.

During the extension, we expect you to:

1. [Specific, measurable goal with target]
2. [Specific, measurable goal with target]
3. [Specific behavior or attendance expectation]

To support you, we will provide [additional training, coaching sessions, weekly check-ins with Manager Name, a buddy]. We will meet on [check-in dates] to review progress.

At the end of the extension we will review your performance again. If the standards above are met, we will confirm your employment in writing. If they are not met, your employment may end. [Benefits or eligibility that start after probation will begin once your probation is confirmed.]

If you have questions about this letter, please speak with me or contact [HR Contact Name] at [HR Email].

Sincerely,

[Manager Name]
[Manager Title]

I acknowledge that I have received this letter and discussed it with my manager.

Employee signature: _____ Date: _____

CHECKLIST BEFORE SENDING

- ☐ Probation review completed and documented
- ☐ Effective date matches the probation end date in the offer letter or policy
- ☐ Pay, benefits and status changes confirmed with payroll and benefits
- ☐ HRIS status updated from probationary to regular
- ☐ For an extension: reasons are factual, goals are measurable, support is listed, and the extension is allowed by policy or contract
- ☐ Letter delivered in person or by video call before or with the written copy
- ☐ Signed copy filed in the personnel file