

PASSED PROBATION LETTER

Reference Number: _____ Date: _____

To:

Employee Name: _____

Position: _____

From:

Manager Name: _____

Department: _____

Subject: Confirmation of Successful Completion of Probationary Period

We are pleased to inform you that you have successfully completed your probationary period with the company. During this time, your performance, conduct, and overall contribution have met the standards and expectations required for your role.

Employment Status

As of this letter, your employment status is confirmed as a permanent employee of the company. All the terms and conditions detailed in your original employment contract will continue to apply.

Performance and Expectations

We appreciate the efforts you have made during your probation and look forward to your continued growth and contribution. You are expected to maintain the standards demonstrated and uphold the company's policies and values.

Company Policies and Procedures

Please note that all company policies, including those related to conduct, attendance, confidentiality, and health and safety, remain in full effect. Failure to comply with these may result in disciplinary action, including termination.

Grievance and Support

Should you have any queries, concerns, or require further support or clarification about your role or the company's processes, please do not hesitate to contact the Human Resources department.

Confidentiality

You are reminded that you must continue to respect and maintain the confidentiality of all company information, both during and after your employment, in accordance with UK law and company policy.

Right to Terminate

While this letter confirms your successful completion of probation, your employment remains subject to the terms of your contract, including any notice periods and grounds for termination in accordance with UK employment law.

Acknowledgment

Please sign and return the copy of this letter to acknowledge your receipt and understanding of its contents.

Closing

We look forward to your continued success and contribution to the company. Thank you for your hard work and commitment.

EMPLOYEE'S SIGNATURE

MANAGER'S SIGNATURE

Signature: _____

Signature: _____

Date: _____

Date: _____

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