Dear [Employee Name],

Your probation period with Company in the Department of [department name] as Position Name is due to end on <insert date>.

We are pleased to confirm your ongoing employment effective immediately starting <insert date>.

The terms and conditions of your employment are set out in your original contract dated <insert date> and will continue to apply to your ongoing position.

Thank you for your contribution to Company.

Yours sincerely,

[HR Name]

[HR Position]

[Company Name]