

Sample Letter of Completion of Probationary Period

(Date)

Name

Address

City, State, Zip

Dear (Name):

It is my pleasure to inform you that you have successfully completed your 180 day probationary period as a (regular part time/regular full time) (position).

Congratulations!

Sincerely,

(Name)

Title

cc: (Name), Division Director
(Name), Account Clerk/Payroll
(Name), Union Chairperson
Personnel File