dd/MM/yyyy

Dear [Employee’s name],

Your probation period with [Company name] in the [Department name] as [Position name] is due to finish on [Date].

We are pleased to approve your ongoing employment effective immediately starting [Date].

The terms and conditions of your employment are set out in your original contract dated [Date] and will continue to apply to your ongoing position.

Thank you for your contribution to [Company name].

Sincerely,

[HR name]

[HR position]

[Company name]

[Contact Number]