



Probationary Period Completion Form

(to be completed by manager/ supervisor at end of probationary period)

EMPLOYEE NAME	
PROGRAM	
POSITION	
DATE OF HIRE	
PROBATION PERIOD END DATE	

- Please check to officially recognize and confirm the employees successful completion of probationary period

Based on your performance, I am pleased to confirm that you are now a permanent employee of our organization. I look forward to working with you as a valued member of our team.

Congratulations on your achievement and please keep up the good work.

Best regards,

Manager/ Supervisor Signature

Date

Original copy to Personnel file
Copy to Employee