**Private and Confidential**

Name

Address

Date

Dear Name

**Probation Pass Letter**

Congratulations.

I am pleased to confirm that you have successfully passed your Probation following your recent meeting on the [Date].

[In addition, your salary has been increased to [ £xxxx] with effect from [Date].

Under the terms of your contract, your notice period will be in accordance with your employment contract. All other terms and conditions of your employment remain unchanged.

We look forward to you having a long and successful employment with us.

Yours sincerely,

Line Manager Name

Job Title

Company Name