Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Three Months’ Probation Completed Letter to [NAME]** ﻿

I (name), (designation) from (department name) am writing to inform you that your three months’ probation, which started on (date) has been completed. During this time, you worked on our software development platform. Mr. (name) was your team leader and project supervisor. Based on his assessment report and your performance in the (basic training test) you have come on the sixth place on the merit list.

We would like to congratulate you on your score on the basic training test, taken at the end of your probation. It shows your expertise in this field and your aptitude. We really appreciate the hard work you have put in and the dedication with which you have completed your probation but as you know that currently, we only have five vacancies to fill so we would not be offering you a place now.

However, if any of the first five selected employees decide not to join, their place would be offered to you. Also, we would keep you on our list and as soon as some vacancy opens, you would be contacted.

We want to wish you all the best in your future endeavors. We are sure that with your talent and hard work, you have a very bright future in front of you.

Yours Sincerely.

Name  
Designation  
Department name