

Probation Completion Letter

Letter · UK · Updated 2026-08-09 · Square brackets are placeholders to replace with your own details.

A probation completion letter is the written confirmation an employer gives an employee who has successfully passed their probationary period — confirming their continued employment, the date probation ended, and any contractual changes that take effect on confirmation, such as a longer notice period or eligibility for additional benefits.

It is the easiest letter in the probation set to skip, and skipping it is a mistake twice over. Practically, Acas guidance says successful completion should be confirmed in writing — and if confirmation changes terms in the employee's written statement of employment particulars, you must notify them of the change in writing anyway, so this letter is doing a required job. Culturally, people remember whether anyone noticed they passed; the confirmation letter matters as much as the difficult ones.

This template gives you the full letter text ready to personalise, plus what to check before sending it and how to deliver and file it.

When to use this letter

Use this letter once the final probation review has been held and the decision to confirm employment is recorded, in line with our probation policy. Send it promptly — on or before the probation end date, so the employee is never left wondering. The letter confirms a conversation that has already happened; the review meeting is where the news is delivered.

If the final review points to extending probation or ending employment instead, stop — those outcomes have their own letters and procedures, with process requirements this letter does not carry.

If a probation end date has already slipped past in silence, employment has simply continued on the existing terms — send this letter as soon as the gap is spotted, accurately dated, rather than leaving the personnel file open-ended.

What to check before you send it

- The contract: what does it actually say changes on confirmation? The letter must match the contract — if notice moves from [number] week(s) to [number] [weeks/months] on confirmation, the letter states those figures, not a manager's recollection.
- The final review record is on file and supports the decision — this letter should never be the only evidence that probation was actively assessed.
- Benefit start dates and enrolment steps: which benefits begin on confirmation, from what date, and who contacts the employee about joining.
- Payroll and benefits administrators are copied, so eligibility changes take effect on the date the letter promises.
- Who signs: a letter from the line manager reads warmer; one from [HR/owner role] reads more formal. Decide once and apply it consistently.

The letter template

[Date]

[Employee name]

[Employee address, or record that the letter was sent by email to their usual address]

Dear [first name],

Confirmation of successful completion of probation

I am delighted to confirm that you successfully completed your probationary period on [date] and that your employment with [Your company] is confirmed. Congratulations — [add one genuine, specific sentence about their contribution, e.g. 'the way you have taken on [project/responsibility] has already made a real difference to the [team/department]'].

From [date], the following changes take effect under your contract of employment: your notice period is now [number] [weeks/months] on either side, and you are now eligible for [benefits that begin on confirmation, e.g. enhanced company sick pay, [scheme name]] — [name/role] will be in touch about [enrolment/next steps]. All other terms and conditions of your employment are unchanged. [If nothing changes on confirmation, replace this paragraph with: 'All terms and conditions of your employment continue unchanged.']

Your first review under our regular [appraisal/performance review] cycle will take place in [month/time-frame], and [manager name] will carry on your usual one-to-ones in the meantime. If you have any questions about this letter or your terms, please speak to [name/role].

Thank you for a strong start — we are very glad you are here.

Yours sincerely,

[Name]

[Job title], [Your company]

Delivery and record-keeping

- Deliver the news in person at the final review, then send the letter the same day [by email / as a printed letter] so the written record follows immediately.
- Where the letter changes particulars in the employee's written statement — the notice period is the common one — it doubles as the written notification of that change the law requires, so send it within the statutory timescale on GOV.UK, not eventually.
- File a copy on the personnel file in [system/location], alongside the probation objectives and review records.
- Update [HR system] with the confirmation date and trigger any payroll or benefits changes from the effective date in the letter.
- Diarise the first regular performance review so the support does not stop the day probation ends.

How to use this template

1. Check the contract before drafting — the notice period and benefits in the letter must match what the contract says happens on confirmation.
2. Hold the final probation review first and record the outcome; the letter confirms a decision already reached and shared in person.
3. Personalise the congratulations sentence with one specific, true observation — it turns a form letter into something people keep.
4. Adapt or delete the changes paragraph honestly: if nothing changes on confirmation, say so plainly.
5. Copy payroll and benefits administrators so eligibility changes actually happen on the date the letter states.
6. File the letter with the probation review records and set the date of the first regular performance review.

Official guidance

- › [Acas — Probation periods: following a fair process](#)
- › [GOV.UK — Employment contracts and conditions](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/probation-completion-letter-template> is kept current; this file is a snapshot.