

6/1/2020

EmployeeName

[Suburb] [State] [Postcode]

Dear [EmployeeFirstName],

Your employment with Human Resources Focus was subject to a probationary period of 12 Months, due to be completed on [ProbationLength].

We are pleased to confirm that you have successfully completed your probationary period with Human Resources Focus.

Your employment record will be updated to reflect that you have satisfactorily completed your probationary period.

Thank you for the effort you have applied to your new position to date. We hope to have a continuing successful and enjoyable working relationship with you.

Yours faithfully

Human Resources Focus

Owner

Director

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