<Date>

**Probation successful**

Dear,

Your probation period with Kyeema Support Services is due to end on <insert date>.

I am pleased to confirm your ongoing employment effective <immediately/from <insert date that is either on or before the first day after the probation period is due to end>>.

The terms and conditions of employment set out in your original Letter of Appointment dated <insert date> will continue to apply to your ongoing position.

Thank you for your contribution to Kyeema Support Services.

I wish you well during your time in this position.

Kind Regards,

<name>

Human Resource Officer