This template letter was developed by the Connexional Team’s HR Office to assist local churches, circuits, districts and other local employing bodies in managing the probationary periods. The content of this letter template should be adapted to suit their size, structure and needs. As a minimum text in blue font should be adjusted.

Confirmation of successful completion of the probationary period – letter template

**PRIVATE AND CONFIDENTIAL**

[*Employee Name*]  
[*Address*]

[*Date*]

Dear [*First name*]

**Re. Confirmation of successful completion of the probationary period**

I am writing to confirm that you have now successfully completed your probationary period in the post of xxx following your recent discussion with your Line Manager, [name and role title].

It, therefore, gives me great pleasure to confirm your appointment as a staff member.

*If appropriate:* [During your probationary period, we have been particularly impressed with [highlight any particular achievements of the new starter, such as involvement in any successful projects or meeting of any targets].]

*If appropriate:* As you have now passed probation the notice periods required by you and the organisation will increase as stated in your contract. In all other respects your terms and conditions of employment remain unchanged

[*Benefits and allowances*

In addition, the completion of your probationary period means that you are now eligible to apply for [any benefits and allowances for which employees are eligible only on completion of their probationary period].]

If you have any queries or concerns, please do not hesitate to contact me/ your Line Manager in the first instance.

Yours sincerely

Name

Job Title

February 2023