

[DATE]

[EmployeeName]

[Suburb] [State] [Postcode]

Dear [EmployeeFirstName],

Your employment with Eureka Sustainability 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 Eureka Sustainability.

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

Eureka Sustainability

Owner

Director

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