# Successful Completion of Probationary Period

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME],

Your employment with [INSERT COMPANY NAME] was subject to a probationary period of THREE (3) MONTHS/SIX (6) MONTHS [INSERT WHICH IS RELEVANT], which expired on [INSERT FINAL DATE OF PROBATIONARY PERIOD].

On behalf of [INSERT COMPANY NAME], I am pleased to confirm that you have successfully completed your probationary period with [INSERT COMPANY NAME].

Please do not hesitate to contact [INSERT CONTACT NAME] on [INSERT CONTACT NUMBER] should you have any questions.

Thank you for your effort to date and I look forward to your continued support.

Yours sincerely

[MANAGERS NAME]

[MANAGERS TITLE]