

Probation Confirmation Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts the appropriate probation-outcome letter — confirm, extend or do-not-confirm — with a documentation tip. Use it at the end of probation. For a full separation, use the Separation Agreement Template.

Purpose of this tool & output

Confirm, extend or close probation

How the output is used

Use it to confirm, extend or close probation with a clear, documented letter.

Who receives it

The letter is addressed to the employee on probation; a copy is kept in the personnel file.

How to submit / file it

Issue the confirmation, extension or closure letter at the end of the probation period with the decision and effective date, and file it.

Who should vet it

HR and, for a closure, an employment lawyer, to confirm due process before the letter is issued.

Important cautions

AI-generated draft; for non-confirmation, HR/legal review advised.

Companion documents

- Offer Letter Template
- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Promotion / Increment Letter
- Transfer / Deputation Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

