**Template: Completion of Probationary Period**

[Date]

[Employee Name]

[Title]

[Employee Address]

[Employee Email Address]

**Re: Completion of Probationary Period**

Dear [NAME]:

In accordance with [Insert CBA Article or Personnel Policies for Staff Members-22: Probationary Period], this is to inform you that effective [DATE], you have satisfactorily completed your probationary period for University employment and have attained regular status in your appointment as [insert payroll title].

Thank you for your contributions to our department and UC Irvine thus far, and I look forward to continuing to work with you in the future.

[Name of Supervisor]

[Title]

[Department]

cc: [Department Head Name, Title]

[Human Resources Business Partner Name, Title]