**CONFIDENTIAL**

31 May 2023

Employee Full Name

Select School/Centre

Via email: Specify ECU Email address

Employee Number: Specify Employee Number

Dear Employee Name,

I would like to take this opportunity to congratulate you on the successful completion of your probationary period.

Enter Line Manager name has notified People and Culture that you have completed probation and your Choose an item. Choose an item. appointment as Business Title is now confirmed.

You should now build upon the Probationary ‘*My Work Plan*’ that you have developed with your Line Manager and commence the annual Management for Performance System (MPS). For further information refer to the MPS website.

ECU offers a wide range of courses supporting your career development. We encourage you to participate in the appropriate offerings as discussed with your Line Manager at your future performance meetings.

Congratulations again and I wish you every success in your role.

Yours sincerely,

Insert name (as per HR Delegations)

Insert business title.

Select School/Centre

CC: Payroll Services via email: [Payroll@ecu.edu.au](mailto:Payroll@ecu.edu.au)