

Introductory period completion email template

Confirm that a new hire has completed their introductory or probationary period, without changing at-will status.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Many employers use an introductory period, often 60 or 90 days, as a structured time for feedback and support. Some also tie benefits eligibility or PTO accrual to the end of it. This email confirms that the period is complete, recognizes the work so far, and notes anything that changes, such as eligibility for a benefit.

Word it carefully. Calling someone permanent after probation can be read as a promise of continued employment, which undercuts at-will employment. Many HR teams now say introductory period instead of probation for exactly this reason. If the period isn't going well, don't send this. Have a direct conversation and consider whether a performance improvement plan or extension fits.

Version 1: Successful completion

SUBJECT Congratulations on completing your introductory period

Hi [Employee first name],

Congratulations on completing your [90]-day introductory period with [Company] as of [Date].

[Manager name] shared that [one or two specific contributions, such as getting the new scheduling process running]. That is a great start, and we are glad you are here.

What changes now:

- [You are now eligible for X, such as tuition assistance or the employee referral program]
- [PTO accrual or other change, if your policy ties anything to this date]

Nothing else about your role or employment terms changes. [Manager first name] will continue to meet with you regularly, and your first formal review will be in [Month].

Thank you for all your work so far.

[HR contact or manager name]
[Company]

Version 2: Extended introductory period

SUBJECT Next steps on your introductory period

Hi [Employee first name],

Thank you for meeting with [Manager name] and me on [Date]. As we discussed, we are extending your introductory period by [Number] days, to [Date], so you have more time to show progress in [Specific areas].

In that time, [Manager first name] will meet with you [weekly] and give you specific feedback on [Goals]. The goals we agreed on are attached.

We want this to work, and we will support you. If you have questions, come to either of us.

[HR contact name]

[Company]

Subject lines to try

- Congratulations on completing your introductory period
- Your 90-day milestone
- Next steps on your introductory period
- You've reached 90 days at [Company]
- Introductory period complete

How to personalize it

- Name specific contributions from the first months.
- List exactly what changes, such as eligibility for a benefit, and nothing else.
- Copy the manager so the recognition is visible.
- Use introductory period consistently across policies and emails.

Mistakes to avoid

- Words like permanent, regular status guaranteed, or tenured.
- Extending a probation without clear goals and a date.
- Sending this to someone whose performance has real problems.
- Linking pay increases to the end of probation without a written policy.

Legal and compliance notes

In most states, employment remains at will after an introductory period. Courts in some states have treated handbook or email language promising permanent employment after probation as an implied contract. Keep language neutral, and make sure your employee handbook says that completing an introductory period doesn't change at-will status. Benefits eligibility rules should match your plan documents, and ACA rules limit waiting periods for group health coverage to 90 days.

When to send it

On or within a few days after the end date. If you extend the period, send the extension before the original date passes so the employee is never unsure of their status.

Before you hit send

- The start date, time, and address match the offer letter and the manager's calendar.
- Form I-9 instructions point to the official document list without naming specific documents.
- The manager and the buddy have seen the message and know their part.
- Portal links work from a personal email account, since the new hire has no company login yet.
- Nothing asks a nonexempt new hire to do unpaid work before day one.

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