

Formal letter including benefits info

Subject: Confirmation of Employment and Benefits

Dear [Employee Name],

We are pleased to confirm your employment as a permanent employee with [Company Name], effective [Date]. Your performance during the probationary period has been commendable.

As a confirmed employee, you are now eligible for the following benefits:

- Health and dental insurance
- Paid leave entitlement
- Retirement savings plan
- Other perks as outlined in the employee handbook

We congratulate you on this achievement and look forward to your continued success.

Sincerely,

[HR Manager Name]

[Company Name]

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