

No-nonsense professional tone

[Company Name]

[Date]

[Employee Name]

Subject: Confirmation of Employment

Dear [Employee Name],

You have completed your probationary period as of [Date]. Your performance has been reviewed, and you are hereby confirmed as [Job Title] with effect from [Confirmation Date].

All employment terms continue as per the signed agreement.

Regards,

[HR Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/confirmation-letter-after-probation>