

Formal confirmation of employment

Subject: Employment Confirmation Letter

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title], effective from [start date]. This letter serves as an official confirmation that you have successfully completed your probationary period and are now a permanent member of our organization.

Your terms of employment, including your salary, benefits, and other entitlements, remain as outlined in your appointment letter unless otherwise specified. You will also continue to report to [Supervisor Name] as your direct manager.

We are confident in your abilities and look forward to your continued contributions to the company's success.

Sincerely,

[Your Name]

[Designation]

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