

## Confirmation after probation completion

Subject: Confirmation of Employment

Dear [Employee Name],

Congratulations on successfully completing your probationary period with [Company Name]. We are delighted to officially confirm your appointment as a [Job Title] with effect from [date].

Your salary and benefits remain as per your initial offer letter, and you will continue to report to [Supervisor Name]. We appreciate the efforts you have put forth during your probation and are confident in your future contributions.

Welcome as a permanent member of our team.

Best wishes,

[Your Name]

[Designation]

**Get more templates here:**

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