

Casual confirmation email to employee

Subject: Welcome Onboard – Confirmation of Employment

Hi [Employee Name],

Great news! You’ve officially made it through the probationary period, and we’re thrilled to confirm you as a permanent employee of [Company Name]. Your role as [Job Title] stays the same, but now it’s official!

We’re excited to see you grow with us. Keep up the great work!

Cheers,

[Your Name]

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