

Confirmation with new benefits mentioned

Subject: Employment Confirmation with Updated Benefits

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title], effective [confirmation date]. Along with this confirmation, we are happy to inform you that you are now eligible for additional benefits, including [list benefits, e.g., health insurance, provident fund, annual leave, etc.].

This confirmation recognizes your successful completion of the probationary period and reflects our confidence in your skills and dedication.

Congratulations once again, and we look forward to your continued contributions.

Yours sincerely,

[Your Name]

[Designation]

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