

Confirmation of employment after internship

Subject: Confirmation of Employment Following Internship

Dear [Intern's Name],

We are pleased to offer you full-time employment with [Company Name] following the successful completion of your internship program. Your position will be [Job Title], effective from [start date].

We are impressed with your performance during your internship and believe you will be an asset to our team. The details regarding your salary, benefits, and reporting structure are enclosed with this letter.

Welcome aboard as a full-time employee.

Warm regards,

[Your Name]

[Designation]

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