

Formal Permanent Appointment Letter

Subject: Confirmation of Permanent Employment

Dear [Employee Name],

We are pleased to inform you that your employment with [Company Name] as [Job Title] has been confirmed as permanent, effective from [Date]. Your dedication, performance, and professionalism during the probationary period have been exemplary.

Please find attached the updated terms and conditions of your employment. We look forward to your continued contributions and success within our organization.

Sincerely,

[Manager Name]

[Position]

[Company Name]

[Date]

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