Academic Permanent Appointment Letter

Subject: Confirmation of Permanent Teaching Position

Dear [Employee Name],

Congratulations! You have successfully completed your probationary period as [Position] at [Institution Name]. We are delighted to confirm your appointment as a permanent faculty member, effective [Date].

Your commitment to academic excellence and student development has been outstanding. We look forward to your continued dedication and valuable contributions.

Best regards,

[Principal/Head of Department]

[Institution Name]

[Date]

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