

Government Permanent Appointment Letter

Subject: Confirmation of Permanent Position

Dear [Employee Name],

This is to formally notify you that your employment as [Designation] with [Government Department/Agency] has been confirmed as permanent, effective [Date]. Your dedication and service during the probationary period have met the required standards.

Please report to [Office Location] for official documentation and further instructions. We welcome you as a permanent member of our team.

Sincerely,

[Authority Name]

[Position]

[Department/Agency]

[Date]

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