

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

Subject: Confirmation of Employment

Following the recent review of your performance during your probationary period, I am pleased to inform you that you have successfully completed this stage of your employment, effective [Date].

Since joining us on [Start Date], your contributions to the [Department Name] team have been highly valued. We are impressed with your performance and are delighted to formally confirm your permanent position as [Job Title].

All other terms and conditions of your employment contract remain the same. Please note that you are now eligible for the following benefits, as outlined in your original agreement: [List benefits, e.g., health insurance, retirement plan, or bonus eligibility].

We look forward to your continued growth and success within the company. Thank you for your hard work and dedication.

Yours sincerely,

[Signature]

[Manager/HR Name]
[Job Title]