

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Job Title]

Dear [Employee Name],

Subject: Confirmation of Employment

I am writing to formally notify you that you have successfully completed your probation period for the position of [Job Title].

Since joining us on [Start Date], your performance and contribution to the team have been reviewed, and we are pleased to confirm your permanent appointment. Your employment terms will continue as per your initial contract, and any additional benefits applicable to permanent staff will now take effect as of [Completion Date].

We would like to thank you for your hard work and dedication during these first few months. We look forward to your continued success and growth within the company.

Congratulations on passing your probation.

Sincerely,

[Manager Name]
[Title]
[Company Name]