[Company Header/Logo]

[Date]

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

Subject: Confirmation of Permanent Employment

Dear [Employee Name],

We are pleased to formally confirm that you have successfully completed your probationary period. Following a review of your performance, your employment with [Company Name] is now confirmed as permanent, effective [Effective Date].

Your job title remains [Job Title], and your duties and responsibilities will continue as outlined in your original employment agreement. All other terms and conditions of your employment contract remain in full force and effect.

We would like to take this opportunity to thank you for your hard work and contribution to the team during your initial months. We look forward to your continued success with the company.

Please sign and return the attached copy of this letter to acknowledge receipt.

Sincerely,

[Signature]
[Sender Name]
[Sender Job Title]
[Company Name]

Acknowledgment:

I, [Employee Name], accept and acknowledge the confirmation of my permanent employment.

Signature: _____ Date: _____