

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Confirmation Letter

We are pleased to confirm your employment with [Company Name] as a [Job Title] effective [Start Date]. Your performance during the probationary period has been assessed, and we are excited to officially welcome you as a confirmed employee.

Your role will involve [briefly describe key responsibilities]. You will report to [Supervisor's Name/Title].

Your salary will be [Salary Amount] per [Month/Year], with [mention any additional benefits or bonuses, if applicable].

Thank you for your dedication and hard work. We look forward to your continued contributions to the team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]