

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your employment with [Company Name] has been confirmed. You have successfully completed your probationary period, and we appreciate your contributions to the team during this time.

Your position will continue as [Employee's Job Title], effective [Confirmation Date]. All terms and conditions of your employment as discussed in your offer letter remain unchanged. Your current salary will continue to be [Salary Amount] payable [insert payment schedule].

We look forward to your continued success and contributions to [Company Name]. If you have any questions, please feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Logo (if applicable)]