

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Permanent Employment

We are pleased to inform you that your position as [Job Title] with [Company Name] has been confirmed as a permanent role, effective [Effective Date].

Your contributions have been invaluable, and we appreciate your hard work and dedication during your probationary period. Your skills and professionalism align well with our company's goals, and we are excited to have you as a permanent member of our team.

As a permanent employee, you will continue to enjoy the benefits provided by [Company Name]. This includes [list key benefits: health insurance, retirement plans, paid time off, etc.].

Please sign and return a copy of this letter to acknowledge your acceptance of this confirmation. If you have any questions regarding your new status or your benefits, feel free to reach out to [HR contact or supervisor's name].

Congratulations, and we look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosure: Copy of the letter for signing]