To Date:

Employee Name,

Address.

Mobile No.

Email ID.

Sub: Confirmation letter for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_ (Employee Name),

We are pleased to inform you that you have completed your **six months’** probation period satisfactorily and the management has confirmed you for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_(designation) with effect from \_\_\_\_\_\_(date of joining).

The terms and conditions stated in your employment contract will continue to apply to your ongoing position. You are now entitled to company benefits provided for regular employment.

Congratulations and all the best!

For “ the company name”,

Authorized person name,

Designation.