To Date:

Employee Name,

Address.

Mobile No.

Email ID.

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

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

Your probation period for the  position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_(designation) with us is due to end on \_\_\_\_\_\_\_ (probation last date).

We are happy to confirm your ongoing employment effective immediately from \_\_\_\_\_\_\_(confirmation start date).

The terms and conditions of employment stated in your original contract of employment dated\_\_\_\_\_\_\_\_\_(date of appointment letter) will continue to apply to your current position.

Congratulations and good luck.

Best Regards,

HR Manager.