To Date:

Employee Name,

Address.

Mobile No.

Email ID.

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

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

Consequent to your performance during your probation period from \_\_\_\_\_ to \_\_\_\_\_\_\_, we are pleased to inform you that your services are confirmed for the position of  \_\_\_\_\_\_\_\_\_\_\_ (designation) with all the company benefits stated in your appointment letter.

We are also happy to inform you that your salary will increase to  \_\_\_\_\_\_\_\_\_ Rs (amount in words) with effect from \_\_\_\_\_\_\_(confirmation start date).

Please sign a duplicate copy of this letter as a token of your acceptance.

We appreciate your hard work and are pleased to have you with our company.

Best wishes,

HR Manager.