To Date:

Employee Name,

Address.

Mobile No.

Email ID.

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

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

Congratulations! This letter is a formal appointment for a regular position with the company with effect from \_\_\_\_\_\_\_\_(confirmation start date).

Referring to your employment as per your joining date \_\_\_\_\_\_\_\_\_, which requires you to undergo a probation period of **six months** upon joining the company. We are pleased to confirm your regularization for the ongoing position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(designation).

The terms and conditions set out in your employment contract will continue to your ongoing position.

We are glad to have you as a part of our company and we value your hard work.

For the “**company name**”,

Authorized signatory.