

Confirmation Letter for Employee

[Company's Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are delighted to confirm your successful completion of the probationary period as a [Job Title] at [Company Name]. Your confirmed start date is [Confirmation Date].

Your continued employment with us confirms our confidence in your abilities and your valuable contributions to our team. The terms of your employment remain unchanged as previously discussed, with your current salary and benefits package continuing as follows:

- Position: [Job Title]
- Department: [Department]
- Salary: [Salary]
- Benefits: [Summary of Benefits]

As a confirmed employee, you are now entitled to [additional benefits or changes in status, if any].

We look forward to your continued growth and success with [Company Name]. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]