

Confirmation Letter After Probation

[Date]

[Employee's Full Name]

Employee ID: [Employee ID]

[Job Title]

Dear [Employee Name],

Congratulations!

We are pleased to inform you that you have successfully completed the probation period in [Business Unit Name] - [Location], [City]. We confirm your ongoing employment with us with effect from [Month Name] [Day], [Year] as [Job Title].

All other terms and conditions will remain same as per the employment contract.

Wishing you a fulfilling and rewarding career with us.

Yours Sincerely,