

Formal confirmation of employee's successful probation

Subject: Confirmation of Employment

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name]. Your performance, dedication, and professional conduct have met and exceeded our expectations.

As of [Date], you are confirmed as a permanent employee in your current role as [Job Title]. You will now be entitled to all benefits and privileges available to permanent staff, as outlined in the company policy.

We look forward to your continued contribution to the success of [Company Name].

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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