

# Official confirmation of employment status

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Subject: Confirmation of Employment After Probation Period

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period with [Company Name], which ended on [Probation End Date]. Based on your performance, conduct, and dedication, the management has decided to confirm your appointment as a [Job Title], effective from [Confirmation Date].

Your terms of employment, including salary and benefits, will remain as per the original offer unless otherwise stated. You will now be entitled to all benefits available to confirmed employees as per our policies.

We congratulate you and look forward to your continued contributions to the organization.

Yours sincerely,

[HR Manager Name]

[Title]

[Company Name]

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