No-nonsense professional tone

ompany Name]	
[Date]	
[Employee Name]	
Subject: Confirmation of Employment	
Dear [Employee Name],	
You have completed your probationary period as of [Date]. Your performance has been review	wed
nd you are hereby confirmed as [Job Title] with effect from [Confirmation Date].	
All employment terms continue as per the signed agreement.	
Regards,	
[HR Department]	

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