

Employment Confirmation Letter

Dear [Employee's Name],

RE: Employment Confirmation

I am writing to formally confirm your employment with [Your Company]. We are pleased to inform you that you have successfully completed the probationary period and have been confirmed as a permanent employee in the position of [Employee's Position]. This letter serves as official confirmation of your ongoing employment with our organization, effective [Date of Confirmation].

As a permanent employee, you will be entitled to all the benefits and privileges as outlined in our company policies and guidelines. These benefits include, but are not limited to, the following:

- 1. Salary:** Your salary will remain as previously discussed and detailed in your employment contract. Any salary revisions or adjustments will be communicated to you in accordance with our company's policies.
- 2. Leave Entitlement:** You are entitled to annual leave, sick leave, and other applicable leaves as per our company's policies and local labor laws. Please refer to the employee handbook or consult the HR department for further information.
- 3. Employee Benefits:** You will have access to the employee benefits program, including health insurance, retirement plans, and any other benefits provided by our company.
- 4. Performance Appraisals:** Regular performance evaluations will be conducted to assess your progress and provide feedback. These evaluations will serve as an opportunity to discuss your career development within the organization.
- 5. Notice Period:** Should you decide to resign from your position, please refer to the notice period outlined in your employment contract or the company policies.

We believe that your skills, experience, and dedication will continue to contribute to the success of our organization. We value your commitment and look forward to working with you in achieving our shared goals.

If you have any questions or require further information, please do not hesitate to reach out to the

HR department. Once again, congratulations on your employment confirmation, and we wish you continued success in your role.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company]