***DD/MM/ YYYY***

***First and Last Name***

***Employee Id***

***Designation***

***Location***

**Sub- Letter of Confirmation**

Dear “***Name”***

Consequent to the review of your performance during your probation, we have the pleasure in informing you that, your services are being confirmed as **“*Designation”*** with effect from ***“Effective date”*.**

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***