

Private and Confidential

Employee's Name

Address

Date

Confirmation of Employment Letter

Dear

Following our meeting on _____, I am pleased to confirm that you have satisfactorily completed your probationary period with the Company. Accordingly, we are pleased to confirm your appointment as a _____.

This means that you are now eligible for _____ and your notice period has now increased to _____ on your side and _____ on the Company side.

If you have any questions concerning this confirmation of your appointment please let us know as soon as possible and we will do all we can to ensure these are answered.

We congratulate you on the satisfactory completion of your probationary period and look forward to your continued contribution to the future success of the Company.

Yours sincerely,

Name

Title