

Confirmation Letter

<REF NO: COMPANY NAME/DEPT/MMYYYY/EMPLOYEE NO>

MM DD,YYYY

<Name of the employee>

<Location>

Dear <Employee Name>

Consequent to your probation review for the period _____ to _____, we are pleased to confirm your services in the organization w.e.f _____.

You will now be entitled for <mention benefits / allowances if any>. All 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 <Company Name>

Note: Please sign the duplicate copy of this letter as a token of acceptance of the same.

For,

<Name of the Company>

<Name of authorized signatory>

<Designation>