[INSERT COMPANY LETTERHEAD HERE]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear [Employee Name],

**PROBATION CONFIRMATION LETTER**

We are pleased to inform you that after careful evaluation of your performance during the probationary period, your appointment with [Insert Company Name] as a [Insert Position] is hereby confirmed with effect from [Insert Confirmation Date].

Your dedication, professionalism, and contributions to the team have been commendable and are highly appreciated. We believe you have shown the required competencies, commitment, and team spirit expected of your role, and we look forward to greater value delivery as you continue your employment with us.

This confirmation comes with all rights and responsibilities applicable to your role as stipulated in your employment contract. Henceforth, you will be entitled to all standard employee benefits including [Insert Applicable Benefits]. Your salary remains [Insert Salary Details], and all performance metrics and disciplinary procedures will be as outlined in our HR policies.

We encourage you to remain focused and uphold the values and expectations of the company. Performance evaluations will continue periodically, and there will be opportunities for growth and advancement based on your continued dedication and achievements.

Please sign and return the duplicate copy of this letter to indicate your acceptance of the terms of confirmation.

Congratulations once again on your confirmation.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory

[Insert Designation]

Acknowledged and Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_