

JOB CONFIRMATION LETTER

To,

Employee Name,
Employee Number
Address
Mobile number
Email ID

Subject : Confirmation of Employment

Dear [Name],

With reference to the review of your performance during the probation period from [Start date] to [End date], we are grateful to inform you that your employment is being confirmed as [Job role] effective from [Date of joining].

The terms and conditions as per mentioned in your appointment letter will remain unchanged.

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

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

From,

[Name of the employer]
[Signature]