**Job Confirmation Letter Format**

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| Name of the Recipient  Address of the Recipient  Date  Subject Line  Dear [ Recipient’s Name ]  Concerning your performance review during your probation period from [Start Date] to [End Date], we are absolutely grateful to inform you that your employment has been confirmed as [Job Role] effective from [Start Date].  The terms and conditions will remain the same as mentioned in the appointment letter. We look forward to your valuable efforts in the company and wish you the luck for your fruitful career in our organization.  Please sign the duplicate copy of this letter to confirm the acceptance of this offer.  Sincerely,  Signature  Your Name  Designation  Company Name |

**Letter of Confirmation Example**

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| Ananya Kumar  2238, Riverside Drive  Augusta, GA, 30907  United States  20th April 2021  Subject - Confirmation of Employment  Dear Ananya  With reference to your performance review during your probation period from 10th December 2021 to 10th April 2021, we are absolutely grateful to inform you that your employment has been confirmed as Frontend Developer effective from 11th April 2021.  The terms and conditions will remain the same as mentioned in the appointment letter. We look forward to your valuable efforts in the company and wish you the luck for your fruitful career in our organization.  Please sign the duplicate copy of this letter to confirm the acceptance of this offer.  Sincerely,  Signature  Anjana Kumar  Senior HR Executive  Company Name |

**Format 1 - Confirmation Letter for New**

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| Employee Name  Employee Address  Phone Number  Email  Dear [Employee Name],  After the careful evaluation of your application for the [Job Title], we are glad to inform you that you are being confirmed for the position in our organization.  Your starting salary will be Rs. [Amount] annually. You will receive the evaluation review after six and twelve months of your employment. As defined by the company policy, you will be on probation period for [duration].  Fringe benefits information is detailed in the enclosed summary of the full-time employment programs handout. The details of these programs are discussed during the employment processing.  Your start date is recorded as on [start day and date]. You will be contacted by the HR Department to schedule your new hire orientation.  Do not hesitate to contact us if you have any queries about your employment on [email and phone number]. Meanwhile, we look forward to you joining the staff.  Your Signature  Your Name  Designation |

**Format 2 - Job Confirmation Letter**

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| **Confirmation Letter Format**  Date:  Ref./HRD/Conf./001  Name of the Employee  Job role/Designation  Job location  Subject: Confirmation of Employment  Dear [Name of the Employee],  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 confirmation].  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 company.  Please sign the duplicate copy of this letter as a token of acceptance of the same.  From,  [signature of the Employer]  [Name of the Employer]  Designation |

**Format 3 - Job Confirmation Letter with Salary Increase**

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| Date  To,  Employee Name  Address  Phone No.  Email Address  Subject - Job Confirmation Letter for the Position of [Designation]  Dear Mr./Mrs. [Employee Name],  Consequent to your performance during your probation period from [Start Date] to [End Date], we are pleased to inform you that your services are confirmed with us for the position of [Job Title] with all the company benefits as stated in the appointment letter.  We are also happy to inform you that your annual wage will also increase to Rs. [Amount] with effect from [Confirmation Start Date].  We expect you to sign the duplicate copy of this Confirmation Letter to show your acceptance. We appreciate your dedication and hard work and are grateful to have you in our company.  Your Designation  Company Name |