

Date:

**PRIVATE & CONFIDENTIAL**

**[Name of Confirmed Employee]**  
Present

Dear [Name],

**CONFIRMATION OF APPOINTMENT**

We are pleased to inform you that you have satisfactorily completed your probation and your appointment as **[designation]** is confirmed with effect from **[confirmation date]**.

We take this opportunity to thank you for your contribution to the company and look forward to your continued dedication and support.

Please kindly complete, sign and date the below acknowledgement on the duplicate copy of this letter and return the same to us.

Thank you.

Yours faithfully  
**for [Company Name]**

**[Name of Director]**  
Director

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**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, NRIC No. \_\_\_\_\_, hereby acknowledge the above confirmation of my appointment as **[designation]**.

.....  
(Signature)

.....  
(Date)