

JOB CONFIRMATION LETTER

March 20, 2025

Lisa Thompson

[REDACTED]

[REDACTED]

Dear Ms. Lisa,

I am pleased to confer on this Job Confirmation Letter to signify the conclusion of your probationary period. We have been closely monitoring and evaluating your effort, enthusiasm, and the quality of work you have displayed.

From this day forward, you stand as a permanent employee in our organization. I wish to extend my sincerest congrats to you on your pivotal advancement. We admire your unyielding efforts and the persistence with which you have conducted your obligations during the probationary period.

We appreciate that you are part of our team and we have complete confidence that you will keep pulling with your might for the company's advancement, demonstrating the same level of commitment and enthusiasm. Take advantage of this occasion to broaden your aspirations and work increasingly hard to attain them. We firmly believe you have much more to show us and the company in the long run.

If you necessitate any additional clarification on your Job Confirmation, feel free to get in touch with the human resource department. Once again, congratulations on your permanent status with us.

Sincerely,

[REDACTED]

Human Resource Manager

[REDACTED]

[REDACTED]