

**Date:** 16 November 2025

**To**

The Team Lead  
Dept. of Full Stack Development  
Sardar IT

**Subject:** Request for Confirmation After Probation Period

Dear Sir,

I hope you are doing well. I am writing to respectfully request confirmation of my position as a permanent employee. I am now nearing two months of my probation period, during which I have carried out my responsibilities with sincerity, dedication, and professionalism.

I kindly request you to consider my performance and grant approval for my permanent employment at Sardar IT. I assure you that I will continue to uphold the same level of commitment and contribute positively to the team.

Thank you for your time and consideration.

Sincerely,

**Md Sohel**

Web Developer