*[Print on Employer’s Letterhead or insert Company Name and Address]*

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Confirmation of Employment Letter

Dear <<name of employee>>,

Following our meeting on <<insert date>>, I am pleased to confirm that you have satisfactorily completed your probationary period with the Company. Accordingly, we are pleased to confirm your appointment as a <<job title>>.

This means that you are now eligible for <<details of benefits e.g. pension scheme, private health insurance>> and your notice period has now increased to <<details>> on your side and <<details>> on the Company side.

If you have any questions concerning this confirmation of your appointment please let us know as soon as possible and we will do all we can to ensure these are answered.

We congratulate you on the satisfactory completion of your probationary period and look forward to your continued contribution to the future success of the Company.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>