[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***}

**Confirmation of Employment**

Following our meeting on [***insert date of meeting***], 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 [***insert Job Title***].

This means that you are now eligible for [***insert details of pension plan, child care vouchers, private health plan***] and your notice period has now increased to [***insert time period weeks/months***] on your side and [***insert time period weeks/months***] 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 would like to 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,

[***Insert Name and Job Title***]

For and on behalf of [***Insert Company Name***]

[***Insert name and address of recipient***]

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