

Company Confirmation Letter for Employee

[Your Company's Name]

[Your Company's Address]

[City, State, Zip]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

I am pleased to confirm your employment as a [Employee's Position] with [Your Company's Name], effective [Confirmation Date]. Your performance during the probation period has met our expectations in terms of professionalism, dedication, and skill.

As a confirmed employee, you will now enjoy the full benefits associated with your role, as detailed in our employee handbook. These include [List Pertinent Benefits, e.g., Health Insurance, Paid Leave, etc.], starting from your confirmation date.

We value your contributions and are excited to see your continued growth and success within our team. Please feel free to reach out to your supervisor or HR department for any further information or assistance.

Congratulations, and thank you for your commitment to [Your Company's Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]