

Thomas Livee

[Company Title]

[Company]

221B Baker Street, London, UK

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example.com

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Date: [Insert Date]

Dear [Recipient's Name],

This letter is to formally confirm that your employment with Example Corp has been successfully confirmed following the completion of your probationary period.

You joined the company on January 1, 2024 as Software Engineer, and your probation period of 6 months has been reviewed. Based on your performance, conduct, and overall contribution during this period, we are pleased to inform you that your employment is hereby confirmed effective July 1, 2024.

All other terms and conditions of your employment, including compensation, benefits, and company policies, will remain the same as outlined in your appointment letter, unless otherwise communicated in writing.

We appreciate your efforts and contributions to the organization and look forward to your continued success and growth with Example Corp.

Should you have any questions regarding this confirmation, please feel free to contact Human Resources.

We wish you continued success in your role.

Sincerely,

Thomas Livee

Chief Technology Officer

[Company]

   @handle