

Affirmation of Employment After Probation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that after the successful completion of your probation period at [Company Name], we are officially affirming your position as [Job Title].

Your contributions during the probation period have been greatly valued, and we believe that your skills and dedication will continue to benefit our team and the company as a whole.

This letter serves to confirm your ongoing employment with us. Your new salary and benefits will be effective from [Effective Date].

If you have any questions or require further information, please do not hesitate to reach out.

Congratulations once again on passing your probation period!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]