

Confirmation of Permanent Position

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your position with [Company Name] has been confirmed as a permanent position, effective [Effective Date].

We recognize your hard work and dedication to the team and are excited to have you as a permanent member of our organization.

Your responsibilities in your role as [Job Title] will continue, and your salary will be adjusted to [New Salary] reflective of your new status.

We look forward to your continued contributions and success within the team.

If you have any questions regarding this confirmation, please feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]