

Permanent Job Confirmation

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 as [Job Title] has been confirmed as a permanent role effective [Start Date of Permanent Position]. We appreciate your contributions and dedication during your probationary period.

Your annual salary will be [Salary Amount], and you will continue to be eligible for [mention any benefits, bonuses, etc.].

We look forward to your continued success with our team. Please feel free to reach out if you have any questions regarding your new status.

Congratulations!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]