[COMPANY LETTERHEAD]

[COMPANY ADDRESS]

[COMPANY CONTACT INFORMATION]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re: Confirmation Letter**

Dear Mr. /Ms. [Name],

Following the completion of your six months probationary period at [Company Name] and the review of your performance during your probation, we have the pleasure of informing you that you have been confirmed for the position of [Position] effective [Date].

Your salary has been revised to [0.00 USD] per month), which includes allowances and benefits. Please find the details of your salary breakdown attached to this letter. Your salary will be reviewed every 6 months and adjustments will be based on satisfactory performance. All of the other terms and conditions of your employment shall remain unchanged.

Congratulations! We look forward to your valuable contribution and wish you all the best in your new career milestone.

Warm regards,

Name of Authorized Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_