To: name@email.com

From: name@email.com

Subject: Your confirmation

Dear Anaya,

After careful evaluation of your performance, this is to inform you that with effect from 4.7.17 you have been moved to Confirmation with our organization. You will now be a senior sales manager and will report to Hakim.

The terms and conditions of your employment will remain the same except for the notice period. There will be a 3-month notice period from either side with effect from the date that this confirmation.

Your CTC package will be Rs. 35000. You may please contact the HR department for the necessary break-up.

We thank you for your initiatives and hope that you will perform with equal enthusiasm as time goes by. We wish you all the best in all your endeavors.

Best regards,

Garima