To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Job/Employment Confirmation Letter**

Dear Mr./Mrs.[name of Recipient],

In reference to your excellent performance during the probation period from [mention start date] to [mention end date], I am writing this letter with a great pleasure to inform you that you are hired as [job position or designation of the recipient] of the [mention Company Name].

This letter is the official confirmation of your employment and I officially welcome you to our team. The terms and conditions of this employment will remain the same as mentioned in your appointment letter.

Looking forward to working with you.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]