**Subject:** Employment confirmation letter

Dear [employee name],

We are pleased to inform you that based on your performance during the probation period, we have decided to confirm your employmen**t** with [company name] as a **[job title].**

Effective [date of confirmation], you will be considered a **permanent employee** and your revised annual cost to company is **₹ xxx,xxx** [in words].

You will be eligible for the company's group health insurance policy, flexible benefit plans, and 24 days of paid leave in a calendar year.

Please feel free to reach out if you have any questions.

Congratulations once again, and welcome to the team on a permanent basis!

Sincerely,

[Sender name]  
[Designation], [Company name]

Signature:

Date: