**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

**#\*permanentaddress\*#**

Subject: Confirmation of Employment after Probation with Increment

We are pleased to inform you that subsequent to assessments of your performance during probation, you have successfully completed your probationary period of **#probation period#**.

We would like to recognize the fine work you have done for our organization in this short duration, and we are very confident that you will meet the new responsibilities which accompany your position, with the same level of enthusiasm which you have exhibited already.

This is to certify that you are being confirmed for employment with our organization at the **#\*designation\*#** position, with an increment in your remuneration package which will be revised to **#amount#** per annum, with effect from **#increment effective date#**.

The terms of your employment continue to apply as per employment contracts currently in effect between you and our organization.

We are optimistic that you will use this opportunity to not only help our company achieve greater heights but also enhance your career graphs within the organization hierarchy, year after year.

We look forward to yourlong standing association with us.

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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