

[Print on Employer's Letterhead and include Company Name and Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Confidential Letter

Dear <<name of employee>>,

Following our meeting on <<insert date>> we are pleased to confirm that you have satisfactorily completed your probationary period with the Company. Accordingly, we are pleased to confirm your appointment to the position of <<position>>.

This means that you are now eligible for the Company's benefits e.g. pension scheme, private health insurance>> and your notice period is <<details>> on your side and <<details>> on the Company's side.

If you have any questions concerning your appointment please let us know as soon as possible and we will ensure these are answered.

We congratulate you on the satisfactory completion of your probationary period and look forward to your continued contribution to the success of the Company.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>