

<<<<Date>>>>>

<<<<<**Receivers Name**>>>>>

<<<<<Receivers Address>>>>>

Dear <<Receivers Name>> ,

Confirmation of Permanent Employment

We are pleased to inform you that you have been confirmed in your appointment on permanent capacity as <<<<**Designation**>>>> at <<<<Company Name>>>>, with effect from <<<<Effective Date>>>>.

We take this opportunity to recognize and appreciate your contribution to <<<<Company Name>>>> and look forward to a long and mutually beneficial career.

Wishing you all the best!

Yours sincerely,

<<<<Name of the General Manager>>>>

General Manager