

DATE

EMPLOYEE NAME
ADDRESS

Dear Employee Name,

Re: Confirmation of Permanent Employment

Congratulations on the successful completion of your probation period. We very much hope that you have had a fantastic start to your career with COMPANY and that you are looking forward to the future with us.

Up to now your monthly 1:1 meetings have focussed on you as a new starter, ensuring that you built the skills, knowledge and ability to become a permanent member of the team. Going forward, these meeting will focus on the objectives you have agreed with your line manager, reviewing how you are getting on, any difficulties you may be facing and looking at the next challenge once you have completed the one you're working on. These reviews dovetail into the annual appraisal processes and keep everyone focussed on the strategic objectives of the business and what their contribution is.

I know that everyone in the team is delighted that you have joined us and are looking forward to working with you in the future.

I wish you every success in your future career with COMPANY.

Yours sincerely

NAME
TITLE