

LETTER OF JOB CONFIRMATION

Date: {ConfirmationDate}.

To,

{EmployeeName} ({EmpCode}),
Singapore.

Sub: **Your confirmation to position of {Designation}**

Dear {EmployeeName},

We are pleased to inform you that you have successfully completed your probation period and you are confirmed for the position of {Designation}.

The confirmation envisages you to take more responsibility.

Other conditions and benefits remain as per your Appointment Letter.

{CompanyName} congratulates you on your confirmation and wishes you well in your position.

Yours sincerely,

For and on behalf of {CompanyName}

(Director)

I accept the above mentioned terms and conditions on confirmation to the position of {Designation}.

SIGNED:

DATE: