Probation Confirmation Letter

We are pleased to confirm your employment after successful completion of probation.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Confirmation

CONFIRMED WITH EFFECT FROM

NOTICE PERIOD AFTER CONFIRMATION

REVISED ANNUAL CTC (₹), IF ANY

All other terms of your appointment remain unchanged.

Employee acknowledgement

☐ I acknowledge confirmation of my employment on these terms.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE