**<Letter Date>**

**<Employee’s Full Name>**

**<Employee’s Address>**

Dear <Employee’s Full Name> (NRIC: <Employee’s NRIC Number>),

**Re: Confirmation of Employment**

We are pleased to inform you that you have successfully completed your probation period from <Probation Start Date> to <Probation End Date> and you are confirmed for the position of <Job title> with effect from <Confirmation Date>.

Other conditions and benefits shall remain as per your signed Employment Letter. We congratulate you on your confirmation and wishes you well in your position.

Yours sincerely,

**For and on behalf of <Company Name>**

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**