Date:

To,

Vijay J,

Address

Dear Employee Name,

Following completion of your probation period, we have reviewed your performance and found the same to be satisfactory. we are pleased to inform you that you have been confirmed to the position of **Asst. Manager - Sales** with effect from **12.08.2019**.

All other terms and conditions of your appointment will remain the same.

We wish you all the best for your future endeavours.

For Company Name,

Director - HR