**Sample Letter of Confirmation of Employment**

Dear ………………………………,

Following successful completion of your probationary period, I am pleased to advise that you are now offered ongoing employment with the (Institute/Department) as (position title), applicable from (date).

The terms and conditions applicable to your initial appointment will continue to apply.

[TAFE] congratulate you on your achievement and look forward to your future contribution to the Institute.

Yours sincerely

Human Resources Manager