

# Company's Letterhead Confirmation of Service

Date

Name  
Section / Department

Dear .....

## **CONFIRMATION OF SERVICE**

I am pleased to inform you that you are, with effect from ....., confirmed in your position as .....

You are advised that termination of service can now only be effected by either party giving to the other ..... notice in writing or paying to the other the equivalent of ..... pay in lieu of notice.

All other terms and conditions of service as contained in your letter of appointment dated ..... shall remain unchanged.

May I formally welcome you to our Company and wish you many years of happy working relationships ahead.

Yours sincerely

Human Resource Manager

cc: