

Letter Announcing Transition to Permanent Employment

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

To [all the employees]

This is to announce that the employment of Mr. [enter employee name], who was working with us as [enter title] on a temporary basis is now changed to a permanent employment. We congratulate him for this achievement. This transition has been made mainly due to his overall performance that has remained exceptional in the period of his temporary employment. He has rightly availed the chance to progress from good to better that was given to him. He will now be able to enjoy all those prerogatives that our permanent employees enjoy. We hope that he will continue to benefit our business.

Good luck Mr. [enter employee name]!

[Your Name]

[Senders Title] -Optional-