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|  | Name Surname  Accreditation and/or Position  Our Ref: XX/XXX/X00 00 00/00 |
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|  |  |
| Name |  |
| Address |  |
|  |  |
| Date |  |
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| --- |
| Address |
|  |
| Tel: +44 (0) 1223 xxxxxx |
| Fax: +44 (0) 1223 xxxxxx |
| Email: name@cam.ac.uk |
| www.cam.ac.uk |

Dear Name

**Re:** **Confirmation of Appointment**

I am writing to confirm that you have now successfully completed your probationary period and therefore have pleasure in confirming your appointment as position title, with effect from day after the end of probation [*if fixed-term*: and until date of end of contract.]

Thank you for your hard work to date and may I wish you every success in your new role.

Yours sincerely,

Name

Position