PARISH/PCC LOGO

ADDRESS

Employee Name

Employee Address

Date

Dear Name

**Employee Job Title**

Further to the successful completion of your probationary period, I am delighted to confirm your appointment with PCC/PARISH Name.

All terms and conditions, as set out in our offer letter to you, together with the Statement of Main Terms and Conditions dated XX/XX/XXXX, remain the same.

May I take this opportunity to thank you for the valuable contribution which you make in serving the PCC/PARISH Name.

With all good wishes

Yours sincerely

Name

Job Title