Co-op

1 Angel Square Manchester

M60 0AG

coop.co.uk

Our Reference: [Employee Number]

**Strictly Private & Confidential**

[Name]

[Address 1]

[Address 2]

[Address 3]

[Postcode]

Dear Name,

Following our recent discussion I’m pleased to confirm that you are now considered permanent in role. There’ll be no other change to your existing terms and conditions as issued in your original contract.

I look forward to continuing to work with you.

Yours sincerely

[Name]

[Position]