

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee First Name],

Congratulations on successfully completing your probationary period with [Company Name]. We are pleased to confirm your ongoing employment in the position of [Job Title].

As part of our standard review process following the completion of probation, we have conducted a market salary alignment assessment for your role. Our goal is to ensure that our compensation remains competitive and reflects current industry standards for your level of expertise and performance.

Based on this review, we are pleased to inform you that your annual base salary will be increased to \$[New Salary Amount], effective [Effective Date].

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of this adjustment.

Thank you for your hard work and dedication during your initial months with us. We look forward to your continued contributions to the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the salary alignment as outlined above.

[Employee Signature]

[Date]