

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Probation Completion, Promotion, and Salary Increase

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period at [Company Name], effective [Date]. Your performance and contributions during this time have been exemplary.

In recognition of your hard work and achievement of key performance indicators, we are delighted to promote you to the position of [**New Job Title**], effective [Effective Date].

Along with this promotion, your annual base salary will be increased from [Old Salary] to [**New Salary**]. This change will be reflected in your paycheck starting on [Pay Date].

All other terms and conditions of your employment contract remain in effect. Your new reporting manager will be [Manager Name], and your primary responsibilities will now include [Brief list of new duties].

Congratulations on this well-deserved advancement. We look forward to your continued success and growth within our organization.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

[Employee Signature]

[Date]