

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Job Title]

Dear [Employee First Name],

Congratulations on successfully completing your probationary period at [Company Name]. We are pleased to confirm your permanent appointment to the position of [Job Title], effective [Date].

Based on your performance review and according to the terms of your employment agreement, your salary will be adjusted as follows:

- **Previous Salary:** [Amount] per [Year/Month]
- **New Salary:** [Amount] per [Year/Month]
- **Effective Date:** [Date]

All other terms and conditions of your employment contract remain unchanged. Your next salary review will be conducted on [Date/Period].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I accept the salary adjustment as outlined above.

Signature: _____ Date: _____