

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

I am pleased to formally notify you that you have successfully completed your probationary period at [Company Name], effective [Completion Date].

Your performance during this period has been exceptional. Specifically, your contributions to [Project/Task] and your ability to [Mention specific skill or achievement] have exceeded our expectations for this role. We are very impressed with your dedication and the high standard of work you have delivered.

In recognition of your outstanding performance and your transition to a permanent position, your annual base salary will be increased from \$[Current Salary] to \$[New Salary]. This adjustment will be effective as of [Effective Date] and will be reflected in your paycheck on [Pay Date].

All other terms and conditions of your employment contract remain unchanged. We are thrilled to have you as a permanent member of the team and look forward to your continued success and growth with us.

Congratulations on this well-deserved achievement.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]