

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

[Date]

[Executive Name]  
[Executive Title]  
[Department]

Dear [Executive Name],

Congratulations on the successful completion of your probationary period at [Company Name]. We are pleased to formally confirm your permanent appointment as [Job Title].

In recognition of your performance and as per your employment agreement, we are adjusting your annual base salary. Effective [Date], your salary will be increased to \$[Amount] per annum. This adjustment will be reflected in your pay cycle starting [Date].

All other terms and conditions of your executive employment contract remain unchanged. We appreciate your contributions during these initial months and look forward to your continued leadership and impact on our executive team.

Please sign and return a copy of this letter to acknowledge your receipt and acceptance of this adjustment.

Sincerely,

[Name of CEO/Board Chair]  
[Title]

**Acknowledgment:**

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[Executive Signature]

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[Date]