

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Probationary Period Completion and Salary Adjustment

Dear [Employee Name],

Congratulations on successfully completing your probationary period at [Company Name], effective [Date]. We appreciate your hard work and contributions to the team during this initial phase of your employment.

As per the terms of your employment agreement, your performance has been reviewed, and we are pleased to inform you of an adjustment to your hourly rate. Your pay will be increased as follows:

- **Previous Hourly Rate:** \$[Amount]
- **New Hourly Rate:** \$[Amount]
- **Effective Date:** [Date]

All other terms and conditions of your employment remain unchanged. This increase will be reflected in your paycheck issued on [Date].

Thank you for your continued commitment to our organization. We look forward to your ongoing success with us.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I accept the salary adjustment as outlined above.

Signature: _____ Date: _____