

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Successful Completion of Probationary Period and Salary Adjustment

Dear [Employee Name],

Congratulations! I am pleased to inform you that you have successfully completed your probationary period at [Company Name], effective [Date].

During this period, we have been impressed with your performance, dedication, and integration into the team. As a result of your successful transition to a permanent role, your annual base salary will be increased from [Old Salary] to [New Salary].

This salary adjustment will be effective as of [Effective Date] and will be reflected in your next pay cycle on [Pay Date].

All other terms and conditions of your employment contract remain unchanged. We appreciate your hard work and look forward to your continued contributions to the success of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]