

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Probationary Period Completion and Salary Adjustment

Dear [Employee Name],

I am pleased to formally confirm that you have successfully completed your probationary period for the position of [Job Title], effective [Probation End Date].

Following your positive performance review and in accordance with your employment contract, your annual base salary will be adjusted from [Current Salary] to [New Salary]. This change will take effect on [Effective Date] and will be reflected in your next pay cycle.

All other terms and conditions of your employment contract remain unchanged. We appreciate your hard work and contributions during your initial months with [Company Name], and we look forward to your continued success within the team.

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

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the salary adjustment as outlined above.

Signature: _____ Date: _____