

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Completion of Probationary Period and Salary Adjustment

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period effective [Date]. We appreciate your hard work and commitment to the team during this time.

In accordance with the collective bargaining agreement between [Company Name] and [Union Name], your successful completion of probation entitles you to a salary adjustment. Your new compensation details are as follows:

- **Previous Salary:** [Amount]
- **New Salary:** [Amount]
- **Effective Date:** [Date]

This adjustment will be reflected in your next pay cycle. All other terms and conditions of your employment as outlined in the union contract remain in effect.

Congratulations on reaching this milestone. We look forward to your continued contributions to [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]

cc: Human Resources, [Union Representative Name]