

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Congratulations on successfully completing your probationary period for the position of [Job Title], effective [Date]. During this time, you have demonstrated the leadership qualities and management skills required for this role.

As per the terms of your employment agreement, your performance during the probationary period entitles you to a salary adjustment. Effective [Date of Increase], your annual base salary will be increased from [Old Salary] to [New Salary].

This adjustment reflects your transition to a permanent management position and our confidence in your ability to lead your team toward achieving our company goals.

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the Human Resources department to acknowledge your acceptance of these updated terms.

We look forward to your continued contributions and success within the organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment:**

I accept the salary adjustment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_