

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

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 for the position of [Job Title]. Your performance and contributions during this time have met our expectations, and we are happy to confirm your ongoing part-time employment with [Company Name].

As outlined in your employment agreement, your successful completion of the probationary period entitles you to a salary adjustment. Effective from [Effective Date], your hourly rate will be increased from \$[Current Rate] to \$[New Rate].

This adjustment will be reflected in your paycheck issued on [Pay Date]. All other terms and conditions of your part-time employment remain unchanged.

Thank you for your hard work and dedication to the team. We look forward to your continued success with us.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]