[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Congratulations on the successful completion of your probationary period at [Company Name], effective [Date]. Your performance during this time has met our expectations and we are pleased to confirm your ongoing employment.

In recognition of your performance and your evolving responsibilities, we are updating your employment terms as follows:

Role Reclassification: Your job title is changing from [Old Title] to [New Title].
Salary Adjustment: Your annual base salary will be increased to [New Amount], effective [Effective Date].

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to acknowledge your acceptance of these changes.

We appreciate your hard work and look forward to your continued contributions to the team.

Sincerely,

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

Acknowledgment:

_____
[Employee Signature]

Date: _____