

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Confirmation of Promotion and Successful Completion of Probation

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period. Furthermore, based on your exceptional performance and contributions during this time, we are delighted to offer you a promotion to the position of [New Job Title], effective [Effective Date].

In your new role, your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

With this promotion, your new annual salary will be [Amount], paid in accordance with the company's standard payroll schedule. All other terms and conditions of your employment contract remain in effect.

We have been very impressed with your work ethic and integration into the team. We look forward to your continued growth and success within [Company Name].

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

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Acknowledgment:

I accept the promotion to [New Job Title] under the terms outlined above.

[Employee Signature]

Date: _____