

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

[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

I am pleased to confirm that you have successfully completed your probationary period at [Company Name], effective [Date].

In recognition of your exceptional performance and significant contributions during this time, the management has decided to grant you an off-cycle promotion. We are pleased to promote you to the position of **[New Job Title]**, effective **[Effective Date]**.

As a result of this promotion, your compensation will be adjusted as follows:

- **New Annual Salary:** [Amount]
- **Reporting Manager:** [Manager Name]
- **Key Responsibilities:** [Brief Description of New Duties]

All other terms and conditions of your employment agreement remain in effect. Please review this letter and sign below to indicate your acceptance of the new role and terms.

We appreciate your hard work and look forward to your continued success with our team.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

I, [Employee Name], accept the promotion to [New Job Title] and agree to the terms outlined above.

[Employee Signature]

[Date]