[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Employment, Promotion, and Salary Increment

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period at [Company Name]. Your performance and integration into the team have been exemplary.

In recognition of your hard work and contributions, we are delighted to promote you to the position of **[New Job Title]**, effective from [Effective Date].

In addition to this promotion, your annual base salary will be increased to **[New Salary Amount]**. This change will be reflected in your next payroll cycle on [Pay Date]. All other terms and conditions of your employment contract remain in effect.

We appreciate your dedication and look forward to your continued growth within the company. Congratulations on this well-deserved achievement.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Acknowledgment:

I accept the promotion and salary increase as outlined above.

Signature: _____ Date: _____