[Date]

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

Subject: Promotion to Permanent Employment and Salary Increase

Dear [Employee First Name],

We are pleased to offer you a promotion from your current contract position to a full-time, permanent role at [Company Name]. Based on your excellent performance, your new job title will be [New Job Title], effective [Start Date].

In recognition of your new responsibilities, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule.

As a permanent employee, you will now be eligible for our full range of benefits, including:

- [Benefit 1: e.g., Health Insurance]
- [Benefit 2: e.g., Retirement Plan/401k]
- [Benefit 3: e.g., Paid Time Off]

Your reporting manager will remain [Manager Name], and your primary duties will include [Brief Description of Key Responsibilities].

Please review the attached formal employment agreement. To accept this offer, please sign and return a copy of the agreement by [Deadline Date].

Congratulations on this well-deserved promotion. We look forward to your continued contributions to the team.

Sincerely,

[Signature]
[Name of Sender]
[Job Title]

Acceptance:

I accept the offer of permanent promotion as outlined above.

Signature: _____ Date: _____