

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

[Date]

[Employee Name]  
[Employee Address]

**Subject: Notification of Probationary Promotion to [New Job Title]**

Dear [Employee Name],

We are pleased to inform you that you have been selected for a probationary promotion to the position of [New Job Title], effective [Start Date]. This promotion reflects our confidence in your leadership potential and your contributions to the team thus far.

This promotion is subject to a probationary period of [Number] months, ending on [End Date]. During this time, your performance in this leadership capacity will be evaluated based on the following criteria:

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

Your new compensation for this role will be [Salary/Hourly Rate], which will take effect on [Pay Date]. Your reporting manager will be [Manager Name].

At the end of the probationary period, a formal review will be conducted to determine your permanent status in this position. If you successfully meet the performance standards, the promotion will be confirmed. If the requirements are not met, the company reserves the right to return you to your previous position or an equivalent role.

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

Congratulations on this achievement. We look forward to your continued growth within our leadership team.

Sincerely,

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

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**Acknowledgment:**

I accept the probationary promotion and agree to the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_