

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Probationary Completion and Retroactive Promotion

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period effective [Probation End Date]. Your performance during this time has met the required standards for your role.

In recognition of your successful transition and performance, we are confirming your promotion to the position of [New Job Title]. This promotion is being applied retroactively, effective as of [Retroactive Effective Date].

As a result of this promotion:

- **New Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Back Pay:** You will receive a retroactive pay adjustment covering the period from [Retroactive Effective Date] to [Current Pay Period Date]. This adjustment will be reflected in your paycheck dated [Payroll Date].

All other terms and conditions of your employment contract remain unchanged. We appreciate your hard work and look forward to your continued contributions to [Company Name].

Please sign and return a copy of this letter to the HR Department to acknowledge your acceptance.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the terms of this retroactive promotion.

Signature: _____ Date: _____