[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Probationary Promotion

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]**. Your new salary will be **[Amount]** per **[Year/Month]**.

As part of this promotion, you will serve a probationary period of **[Number]** months, ending on **[End Date]**. This period is designed to allow you to adjust to your new responsibilities and for the company to evaluate your performance in this higher-level role.

During this time, your supervisor, **[Manager Name]**, will provide you with specific performance goals and conduct regular check-ins to monitor your progress. Upon the successful completion of this probationary period, your promotion will be formally confirmed.

Please note that if performance standards are not met during this period, the company reserves the right to return you to your previous position or a similar role, subject to availability.

Congratulations on this achievement. We look forward to your continued contributions to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the terms of this probationary promotion.

Signature: _____ Date: _____