[Date]

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

Dear [Employee Name],

Congratulations. We are pleased to inform you that you have successfully completed your probationary period at [Company Name]. Your performance and dedication during this time have been outstanding.

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

As part of this promotion, your compensation will be adjusted to [New Salary/Hourly Rate] per [Year/Hour]. Your new responsibilities will include [Briefly Mention Key Responsibilities]. Your reporting supervisor will remain [Supervisor Name].

All other terms and conditions of your employment agreement remain in effect. Please sign and return a copy of this letter to acknowledge your acceptance of this promotion.

We are excited to see your continued growth within our team. Thank you for your commitment to [Company Name].

Sincerely,

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

Acknowledgment:

I accept the promotion and the terms outlined above.

_____
[Employee Signature]

_____
[Date]