[Date]

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

Subject: Successful Completion of Probation and Promotion

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period at [Company Name], effective [Date].

Based on your excellent performance and contributions during this period, we are delighted to promote you to the position of **[New Job Title]**. This promotion is effective as of [Effective Date].

In your new role, your responsibilities will include:

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

In recognition of this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. All other terms and conditions of your employment contract remain in effect.

We appreciate your hard work and commitment to the team. We look forward to your continued growth and success within the company.

Please sign and return a copy of this letter to acknowledge your acceptance of the new role and terms.

Congratulations,

[Manager Name]
[Title]
[Company Name]

Acknowledgment:

I accept the promotion to [New Job Title] and agree to the terms outlined above.

Signature: _____ Date: _____