[Date]

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

Subject: Confirmation of Promotion and Successful Completion of Probation

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period at [Company Name]. Your performance and dedication over the past [Number] months have been exemplary, and we are excited to have you as a permanent member of our team.

In recognition of your hard work and the high standard of your output, we are delighted to promote you to the position of **[New Job Title]**, effective from [Effective Date].

With this promotion, your new compensation and benefits will be as follows:

- **New Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **New Responsibilities:** [Briefly mention key changes or refer to an attached job description]

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.

Congratulations on this achievement. We look forward to your continued contributions to the success of [Company Name].

Sincerely,

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

Acknowledgment:

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

Signature: _____ Date: _____