[Date]

[Employee Name]
[Current Job Title]
[Department]

Subject: Notification 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 during this time has been exceptional, and you have demonstrated the skills and dedication required for a more senior role within the team.

As a result of your hard work and achievements, we are delighted to promote you to the position of **[New Job Title]**, effective **[Effective Date]**.

In this new role, your responsibilities will include:

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

Along with this promotion, your compensation will be adjusted to [New Salary/Hourly Rate] per [Year/Hour]. Your other benefits will [remain the same / be updated as follows: Details].

We are very impressed with your contributions to [Department Name] so far and look forward to your continued growth and success with the company. Please sign and return a copy of this letter to acknowledge your acceptance of the new position.

Congratulations on this well-deserved promotion.

Best regards,

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

Acknowledgment:

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

Signature: _____ Date: _____