

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**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 during this time have been outstanding.

In recognition of your hard work and contribution to the team, we are delighted to offer you a promotion 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:** [New Salary Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Key Responsibilities:** [Brief description or reference to attached job description]

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

Congratulations on your achievements. We look forward to your continued success with us.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

I, [Employee Name], accept the promotion to [New Job Title] as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_