

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Employment and Promotion

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 we are impressed with your contributions to the [Department Name] team.

In recognition of your merit and high level of performance, we are delighted to offer you a promotion to the position of [New Job Title], effective [Effective Date].

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

- **New Salary:** [Amount] per [Year/Month]
- **New Reporting Manager:** [Manager Name]
- **Additional Benefits:** [List any new benefits or "N/A"]

All other terms and conditions of your original employment contract remain in effect. Please find your updated job description attached to this letter.

We are excited about your future with us and thank you for your hard work and dedication. Please sign and return a copy of this letter to acknowledge your acceptance of these new terms.

Congratulations on your well-deserved promotion.

Sincerely,

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

Acknowledgment:

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

Signature: _____ Date: _____