

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Promotion and Salary Adjustment

Dear [Employee Name],

Congratulations on successfully completing your probationary period at [Company Name]. We have closely monitored your performance, and we are pleased to inform you that you are being promoted to the position of [New Job Title], effective [Effective Date].

In recognition of your new responsibilities and your contributions during your probation, your annual base salary will be adjusted as follows:

- **Previous Salary:** [Amount]
- **New Salary:** [Amount]
- **Adjustment Percentage:** [Percentage]%

All other terms and conditions of your employment contract remain in effect. Your new salary will be reflected in the payroll cycle starting [Month/Year].

We appreciate your hard work and look forward to your continued growth within our team.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Acknowledgment:

I, [Employee Name], accept the promotion and the salary adjustment as outlined above.

Signature: _____ Date: _____