

Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Subject: Confirmation of Promotion to [New Managerial Job Title]

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probation period. Based on your exceptional performance and leadership qualities demonstrated during this time, we are delighted to formally promote you to the position of [New Managerial Job Title], effective [Effective Date].

In this new role, your responsibilities will include:

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

With this promotion, your annual base salary will be increased to [New Salary Amount], payable in accordance with the company's standard payroll schedule. All other terms and conditions of your employment contract remain in effect.

We are confident that you will continue to be a valuable asset to the leadership team and contribute significantly to the growth of [Company Name]. Congratulations on this well-deserved advancement.

Please sign and return a copy of this letter to acknowledge your acceptance of the new terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

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

[Employee Signature]

Date: _____