

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]

Subject: Notification of Promotion and Successful Completion of Probation

Dear [Employee Name],

We are pleased to inform you that you have successfully completed your probationary period effective [Probation End Date].

Due to your exceptional performance and significant contributions during this initial period, the management has decided to grant you an early promotion. Effective [Promotion Effective Date], your new position will be [**New Job Title**].

In recognition of this advancement, your compensation will be adjusted as follows:

- **New Salary:** [Amount] per [Year/Month]
- **New Reporting Manager:** [Manager Name]
- **Other Adjustments:** [List any changes to benefits or bonuses, if applicable]

Your hard work and dedication have exceeded our expectations. We are confident that you will continue to thrive and bring value to [Company Name] in your new role. All other terms and conditions of your original employment agreement remain in effect.

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

Congratulations on this well-deserved achievement.

Sincerely,

[Signature]
[Name of Sender]
[Title of Sender]

Acknowledgment:

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

Signature: _____ Date: _____