

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

[Date]

[Employee Name]  
[Current Job Title]  
[Employee ID]

**Subject: Confirmation of Promotion Following Probationary Period**

Dear [Employee Name],

Following the successful completion of your probationary period on [Probation End Date], I am pleased to inform you that we are confirming your permanent employment and promoting you to the position of **Senior Technical Specialist**, effective [Promotion Effective Date].

During your initial months, your technical expertise in [Specific Technical Area/Project] and your ability to solve complex problems have exceeded our expectations. This promotion is a recognition of your skills and the value you bring to the [Department Name] team.

**Updated Employment Terms:**

- **New Job Title:** [New Job Title]
- **New Salary:** [Amount] per [Year/Month]
- **Reporting Manager:** [Manager Name]
- **Key Responsibilities:** [Briefly list new technical duties]

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to the HR department by [Date] to indicate your formal acceptance.

Congratulations on this achievement. We look forward to your continued contributions to our technical infrastructure and innovation goals.

Sincerely,

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

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**Employee Acceptance:**

I, [Employee Name], accept the promotion and the terms outlined above.

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