

[Date]

[Employee Name]  
[Employee Address]

**Subject: Confirmation of Permanent Appointment and Promotion**

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period. Based on your excellent performance and contribution to the team during this time, we are delighted to offer you a permanent position as [New Job Title], effective from [Start Date].

This promotion reflects our confidence in your abilities. Your new terms of employment are as follows:

- **New Role:** [New Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Revised Salary:** [Amount] per [Year/Month]
- **Benefits:** [Mention any new benefits or "As per company policy"]

All other terms and conditions outlined in your original contract will remain in effect unless superseded by this letter. Please find the updated job description attached for your reference.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

Congratulations on your promotion. We look forward to your continued success with [Company Name].

Yours sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I, [Employee Name], accept the promotion to [New Job Title] under the terms described above.

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