

[Date]

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

Subject: Confirmation of Promotion and Successful Probation Completion

Dear [Employee Name],

I am pleased to inform you that you have successfully completed your probationary period at [Company Name]. We have been very impressed with your performance and your ability to integrate into our remote team over the past [Number] months.

In recognition of your hard work and contributions, we are delighted to promote you to the position of [New Job Title], effective [Effective Date].

As part of this promotion, your compensation and benefits will be updated as follows:

- **New Salary:** [Amount] per [Year/Month]
- **New Reporting Manager:** [Manager Name] (if applicable)
- **Updated Responsibilities:** [Brief mention of new duties or link to job description]

All other terms of your remote employment agreement remain in effect. Please continue to utilize our digital communication tools to stay connected with the team.

Congratulations on this achievement. We look forward to your continued growth and success with us.

Sincerely,

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

Acknowledgment:

I accept the promotion and the terms outlined above.

[Employee Signature]

Date: _____