

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

[Date]

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

Dear [Employee Name],

Congratulations on successfully completing your probationary period. Based on your excellent performance and commitment to the team, we are pleased to offer you a promotion from your current part-time role to a full-time position as [Job Title], effective [Start Date].

The terms of your full-time employment are as follows:

- **Salary/Wage:** Your new compensation will be [Amount] per [Hour/Year].
- **Work Schedule:** Your standard working hours will be [Number] hours per week, [Days of the Week].
- **Reporting Manager:** You will continue to report to [Manager Name].
- **Benefits:** As a full-time employee, you are now eligible for [List benefits, e.g., Health Insurance, Paid Time Off, 401k].

Please review the attached updated job description and employment agreement. To accept this promotion, please sign and return a copy of this letter by [Deadline Date].

We appreciate your hard work during your probation and look forward to your continued contributions to [Company Name].

Sincerely,

[Sender Name]  
[Sender Title]

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**Employee Acceptance:**

I accept the promotion to full-time employment as outlined above.

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