[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Acknowledgment of Conditional Promotion Acceptance

Dear [Employee Name],

This letter is to formally acknowledge your acceptance of the promotion to the position of [New Job Title], effective [Start Date]. We are pleased to have you transition into this new role within the [Department Name] department.

As outlined in your promotion offer letter, this appointment is conditional upon the successful completion of the following requirements:

- [Condition 1, e.g., Completion of a 90-day probationary period]
- [Condition 2, e.g., Obtaining specific certification or license by Date]
- [Condition 3, e.g., Completion of mandatory leadership training]

Your performance and progress toward these conditions will be reviewed on [Review Date]. Upon satisfactory fulfillment of these terms, your promotion will be considered finalized. Failure to meet these conditions may result in a reassessment of your role or a return to your previous position and salary level.

Your new compensation will be [Salary/Hourly Rate], and you will report directly to [Supervisor Name].

We look forward to your contributions in this new capacity. Please reach out to the Human Resources department if you have any questions regarding these conditions.

Sincerely,

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