

Confirmation with promotion or salary change

[Company Letterhead]

[Date]

Dear [Employee Name],

We are pleased to confirm your position as [Job Title] following the successful completion of your probationary period ending [Date].

In recognition of your performance, we are also happy to offer an updated compensation package effective [Start Date of New Package]. Please find the details enclosed.

We appreciate your contributions and look forward to your continued success.

Regards,

[HR Name]

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