

Conditional letter offering promotion subject to evaluation

Subject: Provisional Promotion to [New Position]

Dear [Employee's Name],

We are pleased to offer you a provisional promotion to the role of [New Position], effective from [Date]. This promotion is subject to a probationary period of [duration], during which your performance in the new responsibilities will be closely evaluated.

At the end of the probationary period, your appointment will be confirmed based on satisfactory performance and achievement of the outlined goals. During this period, your salary will be adjusted to [new salary amount].

We believe in your abilities and are confident that you will rise to the expectations of this new role.

Sincerely,

[Your Name]

[Your Position]

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