**END OF PROBATION SALARY INCREASE LETTER**

August 2, 20XX

Dear Annie,

We are pleased to inform you that due to your successful completion of our company’s 45 days probationary period, you are now eligible for an increase in compensation.

Effective September 2, 20XX, your annual base salary will increase from $75,000 to $95,000. For a specific breakdown of your bi-monthly take-home pay please refer to your employee portal.

Congratulations on making a new home for yourself at Halland Industries! As you have experienced, we have a selective hiring process and are pleased to have seen you rise to the challenge.

We look forward to sharing your continued success!

Sincerely,

Patricia