

Change in Job Designation Notification

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of a change in your job designation within [Company Name], effective [Effective Date]. After careful consideration, we are pleased to inform you that your new designation will be [New Job Title].

This change is a result of [reason for the change, e.g., your outstanding performance, organizational restructuring, etc.]. In your new role, you will be responsible for [briefly outline new responsibilities].

We believe that this change will benefit both you and the organization, and we are excited to see the impact you will make in your new position. Please feel free to reach out to [Supervisor/HR Contact] should you have any questions or need further clarification.

Congratulations on your new role!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]