

# Designation Change Notification

Date: [Current Date]

To,

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to inform you that your designation has been changed from [Current Designation] to [New Designation], effective [Effective Date].

This decision has been made in recognition of your hard work and dedication to the company. In your new role, you will be responsible for [brief description of new responsibilities].

We are confident that you will excel in your new position and contribute to the continued success of our team.

Congratulations on your new designation!

Best Regards,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]