

Employment Title Enhancement Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that due to your exemplary performance and contributions to [Company Name], we are enhancing your employment title to [New Title]. This change will be effective starting [Effective Date].

Your new title reflects your increased responsibilities and the value you bring to our team. We appreciate your hard work and dedication, and we look forward to your continued success in this new role.

Please do not hesitate to reach out should you have any questions or require further details regarding this enhancement.

Congratulations on your well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]