

Internal Job Title Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Job Title Change Notification

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your job title will be changed from [Current Job Title] to [New Job Title]. This change reflects your continuing contributions and the evolution of your role within our organization.

We appreciate your hard work and dedication and look forward to your continued success in your new position. Please feel free to reach out if you have any questions regarding this change.

Congratulations on your new title!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]