

Official Job Title Modification

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that due to your exemplary performance and contribution to the company, your job title has been modified from [Old Job Title] to [New Job Title], effective [Effective Date].

This change reflects your increased responsibilities and recognition of your efforts within our organization.

If you have any questions regarding this change, please do not hesitate to reach out.

Congratulations on your new role!

Sincerely,

[Manager's Signature]
[Manager's Name]
[Manager's Job Title]