

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your job title will change from [Current Title] to [New Title]. This decision reflects your contributions and the value you bring to our team.

Your responsibilities will include [briefly outline new responsibilities], and we are confident you will excel in this new role.

Please feel free to reach out to your manager for any further information or clarification regarding this change.

Congratulations on your new title, and we look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]