

Professional Title Adjustment Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Job Title]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that, effective [Insert Effective Date], your professional title will be adjusted from [Current Title] to [New Title]. This change reflects your continued contributions to our team and aligns with your increased responsibilities.

We appreciate your hard work and dedication, and we believe this new title more accurately represents your skills and contributions.

Please feel free to reach out if you have any questions regarding this adjustment.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]