

Role Title Revision Notification

Dear [Employee Name],

We would like to inform you that your role title has been revised as of [Effective Date]. The new title will be [New Title].

This change reflects our recognition of your contributions and aligns with our organizational structure.

If you have any questions regarding this change, please feel free to reach out to your supervisor or HR.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]