

Notification of Change in Responsibilities

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Change in Employee Responsibilities

Dear [Employee's Name],

We would like to inform you of some changes to your responsibilities effective [insert start date]. After careful consideration, we've determined that the following adjustments will better align your skills with the team's needs:

- Responsibility 1: [Description of new responsibility]
- Responsibility 2: [Description of new responsibility]
- Responsibility 3: [Description of new responsibility]

Please review these additions and let us know if you have any questions or concerns. Your contributions are invaluable to our team, and we appreciate your flexibility as we adapt to our changing goals.

Thank you for your continued hard work and dedication.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]