

Expanded Job Duties Communication

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you about some changes regarding your job responsibilities that will take effect starting [Effective Date].

As part of our ongoing efforts to enhance team efficiency and meet the evolving needs of our organization, we have decided to expand your job duties to include the following:

- [New Duty 1]
- [New Duty 2]
- [New Duty 3]

We believe that these additional responsibilities will not only contribute to your professional growth but will also significantly benefit our team and overall operations.

Please feel free to reach out if you have any questions or need further clarification regarding these changes.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]