

Job Responsibility Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Adjustment of Job Responsibilities

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an adjustment in your job responsibilities effective [Insert Effective Date].

In light of recent developments within our team and the organization's goals, your new responsibilities will include, but are not limited to, the following:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe these changes will better align your skills with the needs of the team and contribute to your professional growth. Please feel free to reach out if you have any questions or concerns regarding these adjustments.

Thank you for your continued hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]