

Job Role Assignment Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Current Position]

Department: [Department Name]

Dear [Employee's Name],

We are writing to inform you of a modification to your job role within [Company Name]. Effective [Effective Date], your new title will be [New Job Title], and your responsibilities will be as follows:

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

This change has been made to reflect [reason for the change, e.g., organizational restructuring, performance considerations]. We believe that this revised role will provide you with new opportunities for growth and development.

Please acknowledge your acceptance of this new role by signing and returning this letter by [Due Date]. If you have any questions, feel free to reach out to your manager or HR representative.

We appreciate your contributions to the team and look forward to your continued success in your new position.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]