

Important Announcement: Revised Job Functions

Dear Team,

As part of our ongoing efforts to enhance productivity and align with our strategic goals, we are pleased to announce a revision of certain job functions within our organization.

Please find below the details of the revised job functions:

- **Department:** Sales
- **Previous Job Function:** Sales Associate
- **Revised Job Function:** Sales Consultant
- **Key Responsibilities:**
 - Manage client relationships
 - Conduct market research
 - Develop sales strategies

This change is effective as of [Effective Date]. We believe that this revised function will better equip our team to meet the challenges ahead and contribute to our overall success.

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to your supervisor.

Thank you for your continued dedication and hard work.

Best regards,
[Your Name]
[Your Position]
[Company Name]