

Letter of Amended Role Specifications

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Department: [Employee's Department]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Dear [Employee's Name],

We are writing to inform you of some amendments to your role specifications that will take effect on [Effective Date]. These changes have been made to better align your responsibilities with the current needs of our organization.

Amended Role Specifications:

- **Responsibility 1:** [Brief Description]
- **Responsibility 2:** [Brief Description]
- **Responsibility 3:** [Brief Description]
- **Attendance:** [Any changes in attendance or reporting]

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to me directly.

Thank you for your continued hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]