

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We wish to inform you that there has been a review of your current job responsibilities in light of recent organizational changes. As such, we are proposing an adjustment to your job scope effective [Insert Effective Date].

Your new responsibilities will include:

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

We believe these changes will better align your skills with the company's needs and contribute to your professional growth. Your salary and benefits will remain unchanged.

If you have any questions regarding this adjustment, please do not hesitate to reach out.

Thank you for your understanding and continued dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]