

Notification of New Job Duties

Dear [Employee's Name],

We are pleased to inform you that due to recent organizational changes, your job responsibilities will be updated effective [Start Date]. Your new duties will include the following:

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

If you have any questions regarding these changes, please feel free to reach out to your supervisor or the HR department.

We appreciate your hard work and dedication to the team.

Sincerely,
[Your Name]
[Your Position]
[Company Name]