

Role Modification Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about a modification to your current role with [Company Name]. Effective [Effective Date], your new title will be [New Title], and your primary responsibilities will include:

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

This decision reflects our confidence in your abilities and potential to contribute to the success of the team. Your efforts have not gone unnoticed, and we believe this new role will allow you to further develop your skills.

Please feel free to reach out to [Manager's Name] if you have any questions regarding this change.

Congratulations on your new role! We look forward to your continued success at [Company Name].

Best regards,

[Your Name]
[Your Title]
[Company Name]