

Job Reclassification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a reclassification of my current administrative support role within [Department/Team Name] to better align with my job responsibilities and contributions to the organization.

Since my hiring on [Start Date], I have taken on additional duties that include [List Additional Responsibilities]. These tasks not only exceed the original scope of my position but also require advanced skills in [Mention Relevant Skills or Technologies].

I believe that a reclassification would more accurately reflect my role and the value I bring to the team. I have researched similar positions within the organization and found that reclassification aligns with industry standards for job roles of this nature.

I appreciate your consideration of my request and am happy to discuss this matter further at your earliest convenience. Thank you for your attention to this important matter.

Sincerely,

[Your Name]