

Job Reclassification Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Department: [Your Department]

Dear [Supervisor's Name],

I am writing to formally request a reclassification of my current job position due to the increase in responsibilities that I have taken on since my initial job title was assigned. Over the past [duration], my role has evolved significantly to include [briefly list increased responsibilities].

Given these additional duties and the impact they have on our team's performance and the company at large, I believe that my position warrants a review for reclassification. I have also taken the initiative to [mention any initiatives or contributions], which further underscores my commitment to our organization's success.

I have attached relevant documentation highlighting my additional duties and performance metrics for your review. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]