

# Job Reclassification Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reclassification of my position following the recent restructuring of our team.

Since the reorganization, my responsibilities have expanded significantly, particularly in [specific areas of responsibility]. I have taken on [specific tasks or projects] that align more closely with [higher job title or job description]. Given these changes, I believe that a reclassification is warranted to better reflect the scope of my role and contributions to the team.

I would like to discuss this matter with you at your earliest convenience. I am eager to continue contributing to the success of our team and believe that a reclassification will enable me to do so more effectively.

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

Sincerely,

[Your Name]

[Your Job Title]