

Job Reclassification Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Department]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reclassification of my current job title from [Current Job Title] to [Requested Job Title]. Over the past [duration] in my position, I have made significant contributions to [briefly describe key contributions, projects, or responsibilities that exceed current job description].

Given the increased responsibilities and the impact of my contributions on [specific outcomes for the team or company], I believe this adjustment reflects the work I am currently performing and aligns with the organization's goals.

I have documented my accomplishments and additional duties undertaken which clearly illustrate my alignment with the expectations of the [Requested Job Title]. I am requesting a meeting to discuss this matter further and explore how we can align my role with my contributions more accurately.

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

Sincerely,

[Your Name]

[Your Email Address]

[Your Phone Number]