

# Notification of Revised Job Terms

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you of some revisions to your job terms effective [Effective Date]. After a thorough review of our current policies and your contributions to the team, we believe these changes will better align with our company goals and your professional development.

The revised terms are as follows:

- **Job Title:** [New Job Title]
- **Salary:** [Revised Salary]
- **Working Hours:** [Revised Working Hours]
- **Benefits:** [Updated Benefits Details]

We acknowledge your hard work and dedication and hope that these changes will create an even more rewarding experience at [Company Name]. If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Thank you for your continued commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]