

Employee Classification Update

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Update to Employee Classification

Dear [Employee Name],

We are writing to inform you of an update to your employee classification, effective [Insert Effective Date]. This change is based on [brief reason for classification update].

Your new classification is [Insert New Classification]. This classification comes with [list any changes in pay, benefits, or responsibilities if applicable].

If you have any questions or concerns regarding this update, please do not hesitate to reach out.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]