

# Personnel Role Modification Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you of a modification to your current role within [Company Name]. Effective [Effective Date], your new title will be [New Title], and you will be reporting to [Supervisor's Name].

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your compensation will [remain the same/change] to [New Salary/Compensation Details].

We appreciate your contributions to [Company Name] and are confident that you will excel in your new role. Please feel free to reach out if you have any questions regarding this change.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]