

# Letter of Revised Job Responsibilities

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally inform you of some revisions to your job responsibilities as part of our ongoing efforts to ensure alignment with our organizational goals.

## **Revised Responsibilities:**

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

These changes will take effect on [Start Date of New Responsibilities]. We believe these revisions will better utilize your strengths and enhance our team's performance.

If you have any questions regarding these changes, please do not hesitate to reach out to [Manager's Name] at [Manager's Email or Phone Number].

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]