

Letter of Job Title Amendment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your job title has been amended from [Old Job Title] to [New Job Title], effective [Effective Date]. This change reflects your contributions and responsibilities within our organization.

Your new role will include [briefly describe new responsibilities or changes]. All other terms and conditions of your employment remain unchanged.

Please acknowledge your acceptance of this amended title by signing and returning this letter by [Return Date].

Thank you for your continued efforts and commitment to [Company Name].

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Employee Name] (Signature)

Date: _____