

Letter of Explanation for Role Modifications

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I am writing to inform you about the upcoming modifications to my role within [Company Name]. After careful consideration and discussions with management, it has been decided that my responsibilities will shift to better align with the company's current objectives.

The modifications include the following:

- [Detail 1 of the role modification]
- [Detail 2 of the role modification]
- [Detail 3 of the role modification]

These changes are intended to enhance productivity and ensure that our team meets its goals more effectively. I am excited about the opportunities these modifications will bring and am committed to supporting the transition in any way necessary.

Thank you for your understanding and support in this matter. Please feel free to reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]