

# Employment Status Change Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Employment Status Change

Dear [Employee's Name],

We are writing to formally notify you of a change in your employment status as of [Effective Date]. Your position will now be [New Position/Status] due to [Reason for Change].

Your new role will involve the following responsibilities: [List of Responsibilities]. Please take note that your compensation will be [Adjustments, if applicable].

If you have any questions or would like to discuss this change further, please do not hesitate to reach out to me directly.

Thank you for your continued hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]