

# Letter of Communication: Job Specification Changes

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are writing to inform you of changes to your job specification, effective [Insert Effective Date]. After careful consideration, we believe these adjustments will better align your role with the company's objectives and goals.

## Changes to Job Specification:

- **Previous Responsibility:** [Previous Responsibility]
- **New Responsibility:** [New Responsibility]

We encourage you to reach out with any questions or concerns regarding these changes. Your contribution to the team is highly valued, and we look forward to your continued success in this revised role.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]