

# Notification of Updates in Job Qualifications

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you that there have been recent updates to the qualifications required for your position as [Job Title] at [Company Name].

Effective from [Effective Date], the following qualifications will be necessary:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

We encourage you to review these updates and ensure that your qualifications align with the new requirements. If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]