

Freelance Appointment Change Notification

Date: [Insert Date]

To,

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We hope this message finds you well. We are writing to inform you of a change regarding your freelance appointment with us.

Effective [Insert Effective Date], your role as [Insert Job Title/Role] will be modified to [Insert New Role/Change]. This change is due to [Insert Reason for Change, e.g., project requirements, budget adjustments]. We believe this adjustment will better align your skills with our current needs.

Please let us know if you have any questions or require further clarification regarding this change. We appreciate your understanding and look forward to your continued contribution to our team.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]