

# Job Title Adjustment Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], your job title will be adjusted from [Current Job Title] to [New Job Title]. This change reflects your contributions and growth within the organization.

Your role will continue to encompass [mention any key responsibilities or changes, if applicable], and we believe this new title better aligns with your skills and the value you bring to our team.

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

Congratulations on this well-deserved title adjustment!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]