

Career Development and Role Modification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Employee Name],

We are pleased to inform you about an opportunity for career development that aligns with your professional goals and the needs of our organization. After careful consideration, we are proposing a modification to your current role.

Your new position will be [New Position Title], effective [Effective Date]. In this role, you will be responsible for [Brief Description of New Responsibilities]. We believe this change will allow you to utilize your skills more effectively and contribute to the growth of our team.

To support your transition, we will provide [Outline any training, resources, or support available]. We encourage you to communicate any questions or concerns regarding this transition.

We are excited about your future with [Company Name] and look forward to seeing your continued growth and success.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]