

Employment Reclassification Announcement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Employment Reclassification Announcement

Dear [Employee's Name],

We are pleased to inform you that after a thorough review of your job responsibilities and contributions to [Company Name], we have decided to reclassify your employment status. Effective [Effective Date], your new position will be [New Position Title] with a corresponding adjustment in your compensation and benefits package.

This change reflects our recognition of your hard work, dedication, and the additional responsibilities that you have taken on during your tenure with us. We believe that this reclassification is in line with our commitment to support your growth and success within the organization.

You will receive additional details regarding your new role and revised compensation in a separate letter. Should you have any questions or require further clarification, please feel free to reach out to me directly.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]