

Job Classification Modification Alert

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Job Classification Modification

Dear [Employee's Name],

We would like to inform you that there has been a modification to your job classification. This change is effective as of [Effective Date]. The new classification will be [New Job Title/Classification].

Reasons for this modification include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

If you have any questions or would like to discuss this further, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]