

# Job Title Adjustment Notification

Dear [Employee's Name],

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

Your roles and responsibilities will remain similar, and we anticipate that this change will further align your position with our strategic goals.

If you have any questions regarding this adjustment, please feel free to reach out to [Supervisor's Name] or [HR Contact Information].

Congratulations on this new opportunity!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]