

Personnel Reclassification Brief

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Personnel Reclassification Request for [Employee's Name]

Dear [Recipient's Name],

I am writing to formally request the reclassification of [Employee's Name] from [Current Position] to [Proposed Position]. This request is based on [specific reasons for reclassification, e.g., changes in job responsibilities, market comparison, performance improvements].

Since [Employee's Name] began with our team in [Start Date], they have demonstrated [insert key achievements and contributions]. Their skill set and performance align more closely with the responsibilities of [Proposed Position], which includes [briefly outline responsibilities of the proposed position].

Given the current organizational needs and the evolution of this role, I believe that this reclassification is both justified and beneficial for our operations. I recommend that we proceed with this change effective [Proposed Effective Date].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]