

Reclassification Notice

Date: [Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that effective [Effective Date], your position has been reclassified to [New Position Title]. This change reflects our recognition of your contributions and aligns your role with the current organizational structure and needs.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

The terms of your employment, including your salary, will be adjusted accordingly to reflect your new position and responsibilities.

If you have any questions, please feel free to reach out to [Contact Person's Name] at [Contact Person's Phone/Email].

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]