

Role Reclassification Update

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an important update regarding your current role within [Company Name]. After a thorough review of our organizational structure and individual roles, we are pleased to announce that your position has been reclassified.

Your new role title will be [New Role Title], effective [Effective Date]. In this new capacity, you will be responsible for [briefly outline new responsibilities or changes]. This change is part of our ongoing efforts to better align our resources and enhance our operational efficiency.

We value your contributions and are confident that you will excel in your new position. Please feel free to reach out to [Supervisor's Name] or [HR Representative's Name] if you have any questions or need further clarification regarding this update.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]
[Your Title]
[Company Name]