

Roles and Responsibilities Adjustment Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Adjustment of Roles and Responsibilities

Dear [Employee's Name],

We appreciate your contributions to [Company/Department Name]. After careful consideration, we have made some adjustments to your roles and responsibilities to better align with our current goals and your professional development.

New Roles and Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Please take some time to review the new responsibilities outlined above. We believe these changes will provide you with opportunities for growth and better align your strengths with our needs.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to me directly.

Thank you for your understanding and continued hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]