

# Job Title Change 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 decision reflects our recognition of your contributions and the growth you have demonstrated in your role.

Your responsibilities will include [briefly outline new responsibilities or changes if applicable]. We believe this new title will better align with your current role and the expectations of the position.

Please feel free to reach out to [Supervisor/HR Contact Name] if you have any questions regarding this change.

Congratulations on your new title!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]