

Internal Title Modification Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Title Modification Notice

Dear [Employee's Name],

We are writing to inform you of a modification to your internal job title. Effective [Insert Effective Date], your new title will be [New Job Title].

This change reflects [brief explanation of reason for title change, e.g., "your increased responsibilities", "a promotion", etc.]. We believe that this new title better aligns with your contributions and our organizational goals.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to me directly.

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]