

# Job Designation Change Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you of a change in your job designation within [Company Name]. Effective [Effective Date], your new title will be [New Job Title].

This change reflects our confidence in your abilities and contributions to the team. Your roles and responsibilities will include [Briefly outline new responsibilities].

Please feel free to reach out to your manager or HR if you have any questions regarding this change.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]