

Job Position Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Job Position Update

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 change reflects your contributions to the company and our confidence in your abilities.

Your new responsibilities will include:

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

We believe this new role will provide you with further opportunities for growth and professional development. Please feel free to reach out to me if you have any questions or need further clarification.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]