

# Staff Position Adjustment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of an adjustment to your position within [Company Name]. After careful consideration and evaluation of our current organizational needs, we have decided to transition you from your current role of [Current Position] to [New Position], effective [Effective Date].

This adjustment is based on your skills and contributions to the team, and we believe that this new position will allow you to further excel and contribute to the company's success.

Your new responsibilities will include:

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

Your salary will be adjusted to [New Salary] in accordance with this position change. All other terms of your employment remain unchanged.

We appreciate your hard work and dedication to [Company Name] and are excited about your new role. Please feel free to reach out to your manager or HR if you have any questions.

Thank you for your commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]