

Title Alteration Notification

Date: [Insert Date]

Dear Team Members,

I hope this message finds you well. I am writing to inform you about a recent alteration to my title within the organization. Effective [Insert Effective Date], my title will officially change from [Old Title] to [New Title].

This change reflects [brief reason for title change, e.g., increased responsibilities, role evolution, etc.]. I believe this new title will help better align the team's efforts towards our objectives.

Please feel free to reach out if you have any questions or if you would like to discuss this further.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]