

Employee Role Modification Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Role Modification Notice

Dear [Employee's Name],

We are writing to formally notify you of a change in your role within the company. Effective [Insert Effective Date], your new position will be [Insert New Position Title].

This change is a result of [briefly explain reason for modification, e.g., company restructuring, performance review, etc.]. We believe that this new role will align better with your skills and expertise, and will provide you with greater opportunities for growth.

Your new responsibilities will include:

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

If you have any questions or concerns regarding this change, please feel free to reach out to me directly.

We appreciate your contributions to the team and look forward to your success in your new role.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]