

Notification of Job Function Revision

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Job Function Revision Notification

Dear [Employee's Name],

We would like to inform you that there will be a revision to your job function effective [start date of new job function]. This change aims to better align your skills with our organizational needs and objectives.

Your new responsibilities will include, but are not limited to:

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

Your compensation and benefits will remain unchanged during this transition period.

If you have any questions or would like to discuss this revision further, please feel free to reach out.

Thank you for your continued contributions to our team.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]