

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to provide feedback regarding the job title assigned to your role as [Current Job Title].

Upon reviewing your responsibilities and contributions, I believe that the title [Proposed Job Title] would be a more accurate reflection of your work. This change could better align with your duties, which include [specific responsibilities], and enhance clarity both internally and externally.

Please let me know your thoughts on this suggestion. I appreciate all the great work you are doing!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]