

# Updated Roles and Responsibilities

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

From: [Manager's Name]

Subject: Updated Roles and Responsibilities Following Restructure

Dear [Employee Name],

As part of our recent organizational restructure, we have made some updates to the roles and responsibilities within your department. This letter serves to clarify your new role and the expectations associated with it.

## Your New Role: [Insert New Role Title]

### Key Responsibilities:

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

### Goals and Objectives:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Please feel free to reach out if you have any questions regarding your new role or responsibilities.

Best Regards,

[Manager's Name]

[Manager's Title]

[Company Name]