

Internal Job Role Adjustment

Date: [Insert Date]

To: [Employee Name]

Position: [Current Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you of an adjustment to your current role within [Company Name]. After careful consideration of your contributions and the evolving needs of our organization, we believe that you are well-suited for a new position.

Your new role will be [New Position Title] in the [New Department] effective [Effective Date]. This adjustment reflects our commitment to your professional growth and aligns with your skill set and career aspirations.

The primary responsibilities in your new role will include:

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

We are excited about this transition and are confident that you will excel in your new position. Please feel free to reach out to [Supervisor/HR Contact] if you have any questions regarding this adjustment.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]