

New Job Title Notification

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your job title will be changed to [New Job Title]. This change reflects your contributions and growth within the company.

We appreciate your hard work and dedication, and we look forward to your continued success in your new role.

Should you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]