

Redefined Job Position Alert

Dear [Employee's Name],

We are writing to inform you about an important update regarding your role within [Company Name]. Due to our recent organizational restructuring, we have redefined your job position to better align with our strategic goals.

Your new title will be [New Job Title], effective [Start Date]. In this role, you will be responsible for [Brief Description of New Responsibilities]. We believe this change will enhance your contributions to the team and provide you with new opportunities for professional development.

We appreciate your hard work and dedication to [Company Name]. If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Thank you for your understanding and commitment during this transition.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]