

# Updated Job Responsibilities Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Updated Job Responsibilities

Dear [Employee Name],

We would like to inform you that there have been updates to your job responsibilities. These changes are effective as of [Effective Date]. The following outlines your new responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]

If you have any questions or require further clarification regarding your new responsibilities, please feel free to reach out.

Thank you for your continued dedication and contributions to our team.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]