

# Notification of Changes to Job Duties

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Changes to Your Job Duties

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of some changes to your job duties that will take effect on [Effective Date]. These changes are aimed at aligning our team's goals with the evolving needs of our organization.

The new responsibilities you will assume include:

- [New Duty 1]
- [New Duty 2]
- [New Duty 3]

Please note that your current duties will be adjusted as follows:

- [Current Duty 1] will be changed to [Revised Duty 1]
- [Current Duty 2] will be removed

We appreciate your understanding and flexibility during this transition. Should you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]