

Job Function Revision Alert

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a revision to your job function based on recent organizational changes. Effective [Insert Effective Date], your new responsibilities will include:

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

We believe these changes will help align our goals and enhance our team's effectiveness. Please feel free to reach out to your manager if you have any questions or concerns.

Thank you for your continued dedication to our team.

Sincerely,
[Your Name]
[Your Position]
[Company Name]