

Job Specification Modification Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Current Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you of a modification to your job specifications, effective [Effective Date]. The changes have been made to better align your role with the current needs of our team and organization.

Previous Job Specifications:

- [Bullet Point 1]
- [Bullet Point 2]
- [Bullet Point 3]

Revised Job Specifications:

- [Bullet Point 1]
- [Bullet Point 2]
- [Bullet Point 3]

If you have any questions or would like to discuss these changes further, please don't hesitate to reach out to [Supervisor/HR Contact Name] at [Contact Information].

Thank you for your understanding and continued dedication to your role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]