

Position Description Amendment Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Title]

Subject: Amendment to Position Description

Dear [Employee Name],

We are writing to inform you of an amendment to your position description for the role of [Current Position Title]. Effective [Effective Date], the following changes will be made:

Changes to Position Description:

- [List specific changes or additions to responsibilities]
- [List any changes to reporting structure or supervisor]
- [Include any modifications to required skills or qualifications]

These amendments have been made to better align your role with the objectives of the department and organization. We appreciate your contributions and look forward to your continued success in this position.

If you have any questions or concerns regarding these changes, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]