

Role Responsibilities Update Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Update on Role Responsibilities

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an update to your role responsibilities as [Employee's Current Job Title] within our team.

Effective [Effective Date], your updated responsibilities will include the following:

- [New Responsibility 1]
- [New Responsibility 2]
- [New Responsibility 3]
- [Any Additional Responsibilities]

This update reflects our commitment to aligning team roles with the evolving needs of the organization. If you have any questions or need further clarification regarding these changes, please feel free to reach out to me directly.

Thank you for your continued dedication and hard work.

Best regards,

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Contact Information]