

Role Update Notification

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your job role will be updated to [New Job Title]. This change reflects our confidence in your abilities and your contributions to the team.

In your new role, you will be responsible for [briefly describe new responsibilities]. We believe that this adjustment will allow you to further develop your skills and continue to make a significant impact within our organization.

If you have any questions regarding this change, please feel free to reach out to [Supervisor's Name or HR contact information].

Congratulations on your new position!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]