

Letter of Updated Job Title and Responsibilities

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my updated job title and responsibilities effective [Effective Date]. My new title will be [New Job Title], and my primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

I appreciate the opportunity and I am looking forward to contributing to the team in this new capacity.

Thank you for your continued support.

Sincerely,
[Your Name]