

# Job Role Modification Notice

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to inform you of a modification to your current job role within [Company Name]. Effective [Effective Date], your position will be changed from [Current Job Title] to [New Job Title].

This adjustment reflects our changing organizational needs and is intended to better align your skills with the goals of the company.

Your new responsibilities will include:

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

We believe that this change will provide you with new opportunities for growth and development within the company.

If you have any questions or concerns regarding this change, please feel free to reach out to [Manager/Supervisor Name] at [Contact Information].

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]