

# Responsibilities Change Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a change in your responsibilities within the company. Effective [Insert Effective Date], your new role will include the following responsibilities:

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

Please note that these changes are aimed at aligning our resources more effectively and enhancing our overall productivity. We believe that your skills and experience will be invaluable in these new areas.

If you have any questions or concerns regarding this change, please feel free to reach out to your supervisor or the HR department.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]