

# Position Agreement Adjustment Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are writing to officially communicate some adjustments to your current position agreement. After careful consideration and assessment of our organizational needs, we believe these changes will better align your role with our objectives.

## Details of Adjustments:

- **New Position Title:** [New Title]
- **Revised Job Description:** [Brief Description]
- **Effective Date:** [Effective Date]

Please review the adjustments outlined above and confirm your acceptance by signing below. Should you have any questions or require further discussion, do not hesitate to reach out.

We appreciate your contributions to [Company Name] and look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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Acceptance of Position Agreement Adjustments:

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Signed: [Employee's Name] Date: \_\_\_\_\_