

Employee Role Adjustment Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Role Adjustment Notification

Dear [Employee Name],

We are writing to inform you of an adjustment to your current role within [Company Name]. After careful consideration and evaluation of our organizational needs, we have decided to modify your position from [Current Position] to [New Position] effective [Effective Date].

This adjustment is being made to better align your skills with our operational goals and objectives. Your new responsibilities will include [Brief Description of New Responsibilities]. We believe this change will provide you with an opportunity to further develop your skills and contribute to the team's success.

Please feel free to reach out if you have any questions or would like to discuss this change in further detail.

Thank you for your continued dedication and hard work.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]