

Employee Role Modification Announcement

Dear [Employee's Name],

We are pleased to inform you that effective [Effective Date], your role within [Company Name] will be modified to [New Role Title]. This decision reflects your hard work, dedication, and the skills you bring to our team.

In your new role, you will be responsible for [Brief Description of New Responsibilities]. We believe that this change will allow you to expand your capabilities and contribute even further to our success.

We appreciate your commitment and are excited to see you thrive in this new position. Please do not hesitate to reach out with any questions or for further clarification regarding your new responsibilities.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]