

# Employment Status Modification Letter

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally notify you of a modification to your employment status with [Company's Name]. As of [Effective Date], your position will be changed from [Current Position] to [New Position]. This change is based on [reason for modification, e.g., company restructuring, employee's request].

In your new role, you will be expected to [list key responsibilities or changes]. Please note that your salary will be adjusted to [New Salary] in accordance with this new position.

If you have any questions or need further clarification, please feel free to reach out to me directly.

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

Sincerely,

[Your Name]  
[Your Position]  
[Company's Name]