

Job Classification Realignment Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department Name]

Dear [Employee Name],

We are writing to inform you of an important change regarding your job classification within [Company Name]. After a thorough review of our organizational structure and job roles, we have decided to realign your position to better reflect the responsibilities and contributions you bring to the team.

Your new job classification will be [Insert New Classification Title], effective [Insert Effective Date]. This adjustment is part of our ongoing efforts to ensure that all employees are accurately represented in their roles and that job classifications align with current business needs.

If you have any questions or would like to discuss this change further, please feel free to reach out to your manager or HR representative.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]