

# Position Reclassification Notification

Date: [Insert Date]

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

Dear [Employee's Name],

We are writing to inform you that, effective [Insert Effective Date], your position will be reclassified from [Current Position Title] to [New Position Title]. This decision was made in recognition of your contributions and the evolving requirements of your role within the organization.

The details of your new position are as follows:

- **New Position Title:** [New Position Title]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Salary Grade/Level:** [New Salary Grade/Level]
- **New Responsibilities:** [Brief Description of New Responsibilities]

Your compensation will be adjusted to reflect this new position and will be effective as of the same date. Please do not hesitate to reach out if you have any questions or would like to discuss this reclassification further.

Congratulations on this well-deserved recognition of your hard work and dedication.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Information]