

# Duty Change Advisory

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

From: [Manager/Supervisor Name]

Subject: Change in Duties

Dear [Employee Name],

We would like to inform you that there will be a change in your duties effective [Effective Date]. After reviewing our current business needs, it has been decided that you will be taking on the following responsibilities:

- [New Duty 1]
- [New Duty 2]
- [New Duty 3]

This adjustment is designed to better align your skills with the current needs of the team. We believe this change will benefit both you and the organization.

If you have any questions or concerns regarding this change, please feel free to reach out to me directly.

Thank you for your understanding and continued dedication.

Sincerely,

[Manager/Supervisor Name]

[Company Name]

[Contact Information]