

Employee Role Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We want to take a moment to inform you about a recent adjustment to your role within [Company Name].

Effective [Effective Date], your new position will be [New Job Title]. This adjustment is made in recognition of your contributions and aligns with our current business needs.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your salary and benefits will be adjusted accordingly, and you will receive further details about this by [insert date].

We appreciate your hard work and dedication. Should you have any questions or concerns about this transition, please feel free to reach out to your manager.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]