

# Affirmation of New Job Title

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your new job title will be [New Job Title], effective [Effective Date].

This title reflects your outstanding contributions and the increased responsibilities you will assume in your role. We appreciate your hard work and dedication to our team.

If you have any questions regarding your new title or the expectations associated with it, please do not hesitate to reach out.

Congratulations on this new chapter in your career!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]