

Role Assignment Notification

Dear [Employee Name],

We are pleased to inform you that you have been assigned to the role of Account Manager for our e-commerce division, effective [Start Date]. In this role, you will be responsible for managing client relationships, overseeing account performance, and ensuring customer satisfaction.

Key Responsibilities:

- Develop and maintain relationships with key clients.
- Monitor account performance metrics.
- Assist in resolving customer issues promptly.
- Collaborate with marketing and sales teams to enhance service delivery.

Please confirm your acceptance of this role by [Deadline]. We look forward to your contributions and continued success!

Best regards,

[Your Name]

[Your Position]

[Company Name]