

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notification of Role Reclassification and Salary Alignment

Dear [Employee Name],

As part of our commitment to maintaining a competitive and equitable workplace, [Company Name] recently conducted a comprehensive market analysis of our compensation structures and job classifications.

Based on this review of current market data and the evolving responsibilities of your position, we are pleased to inform you that your role has been reclassified. This change ensures that your compensation is aligned with industry standards for your specific functions and expertise.

Effective [Effective Date], the following changes will apply to your employment:

- **New Job Title:** [New Job Title]
- **New Salary/Hourly Rate:** [Amount]
- **Pay Grade/Level:** [Grade Level, if applicable]

Your reporting structure and core duties will [remain the same / change as follows: Describe changes]. All other terms and conditions of your employment remain unchanged.

We appreciate your continued contributions and dedication to the success of [Company Name]. Please sign below to acknowledge receipt of this notification and return it to the Human Resources department by [Date].

Sincerely,

[Sender Name]

[Sender Title]

Acknowledgment:

I acknowledge that I have received notification of my role reclassification and salary adjustment as outlined above.

Employee Signature: _____ Date: _____