

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Role Reclassification and Promotion**

Dear [Employee Name],

We are pleased to inform you that, following a recent review of your contributions and the evolving requirements of our team, your position has been officially reclassified.

Effective [Effective Date], your role will change from [Current Job Title] to [New Job Title]. This reclassification recognizes the increased scope of your responsibilities and your continued professional growth within [Company Name].

In conjunction with this promotion, your base annual salary will be increased to \$[New Salary Amount]. This change will be reflected in your paycheck starting on [Pay Date].

All other terms and conditions of your employment remain unchanged. Please sign and return a copy of this letter to [HR Department/Manager Name] by [Deadline Date] to acknowledge your acceptance of these updated terms.

Thank you for your hard work and dedication. We look forward to your continued success in this new capacity.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

**Acknowledgment:**

I accept the role reclassification and the salary adjustment as outlined above.

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[Employee Signature]

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[Date]