[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that following a recent review of your current responsibilities and contributions, your position has been officially reclassified.

Effective [Effective Date], your job title will change from **[Old Job Title]** to **[New Job Title]**. This reclassification reflects the increased complexity and scope of your duties within the [Department Name] department.

In conjunction with this change, your base salary will be adjusted as follows:

- **Previous Salary:** [Amount]
- **New Salary:** [Amount]
- **Adjustment Percentage:** [Percentage]%

All other terms and conditions of your employment remain unchanged. Your tenure and benefits eligibility continue as previously established.

We appreciate your continued hard work and dedication to [Company Name]. Please sign and return a copy of this letter to Human Resources by [Deadline Date] to acknowledge your acceptance of these changes.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]

Acknowledgment:

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

Signature: _____ Date: _____