[Current Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

This letter serves to formally notify you of a reclassification regarding your position at [Company Name]. Effective [Effective Date], your role will be reclassified from [Old Job Title] to [New Job Title].

This change is a lateral move intended to better align your current responsibilities and expertise with our evolving organizational structure. While your core grade level remains the same, we have conducted a market parity review associated with this new classification.

As a result of this reclassification, your compensation has been adjusted as follows:

- **Previous Annual Salary:** $[Amount]
- **New Annual Salary:** $[Amount]
- **Adjustment Amount:** $[Amount]

All other terms and conditions of your employment, including your benefits and seniority date, remain unchanged. You will continue to report to [Manager Name].

Please sign and return a copy of this letter to the Human Resources department by [Date] to acknowledge your receipt of this notification.

We appreciate your continued contributions and dedication to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acknowledgement:

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

Signature: _____ Date: _____