[Date]

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

Subject: Notice of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As a result of the recent department restructure within the [Department Name], we have conducted a comprehensive review of all operational roles and responsibilities. Based on this review, we are pleased to inform you that your position is being reclassified to better align with the new organizational structure.

Effective [Effective Date], your new job title will be **[New Job Title]**. In this role, your primary responsibilities will include [Brief Description of New Duties].

In recognition of the change in scope and your increased responsibilities, your compensation has been adjusted as follows:

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

This salary adjustment will be reflected in your paycheck starting [Payroll Date]. All other terms and conditions of your employment contract remain unchanged.

We appreciate your continued dedication and your flexibility during this transition. We look forward to your contributions in your new capacity.

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date] to acknowledge your acceptance of these changes.

Sincerely,

[Signature]
[Manager Name]
[Manager Title]

Acknowledgment:

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

Signature: _____ Date: _____