[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As a result of a recent position review and in accordance with the collective bargaining agreement between [Company/Organization Name] and [Union Name], we are formally notifying you that your current position has been reclassified.

Effective [Effective Date], your role will be reclassified as follows:

- **Previous Job Title:** [Old Title]
- **Previous Pay Grade/Step:** [Old Grade/Step]
- **New Job Title:** [New Title]
- **New Pay Grade/Step:** [New Grade/Step]

As a result of this reclassification, your base salary will be adjusted to $[Amount] per [Hour/Year]. This change will be reflected in your paycheck issued on [Pay Date].

All other terms and conditions of your employment as outlined in the current union contract remain in effect. This reclassification acknowledges the evolving responsibilities and requirements of your position within the organization.

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

If you have any questions regarding this adjustment, please contact your Union Representative or the HR Department at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company/Organization Name]

Employee Acknowledgment:

I acknowledge receipt of this reclassification and salary adjustment notification.

Signature: _____ Date: _____