[Date]

[Employee Name]
[Current Job Title]
[Company Name]

Re: Notice of Role Reclassification and Salary Adjustment

Dear [Employee Name],

As a result of a recent executive leadership review and organizational restructuring, we are pleased to formally notify you of your role reclassification and a corresponding adjustment to your compensation package.

Effective [Effective Date], your position will be reclassified to **[New Executive Job Title]**. This change reflects the increased scope of your responsibilities, your strategic contributions to the organization, and the expanded oversight required by your department.

In alignment with this reclassification, your annual base salary will be adjusted as follows:

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

All other executive benefits, including [mention specific benefits like bonus eligibility, equity, or car allowance], will remain in effect or be adjusted per the terms of the [Name of Plan/Agreement].

We appreciate your continued leadership and the significant impact you have on the success of [Company Name]. Please sign below to acknowledge your acceptance of these updated terms.

Sincerely,

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

Acknowledgment:

_____
[Employee Signature]

_____
[Date]