[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Title Change and Role Reclassification

Dear [Employee Name],

We are pleased to inform you that, following a recent review of your contributions and the evolving needs of the department, your position has been reclassified to better reflect your current responsibilities and professional growth.

Effective [Effective Date], your new job title will be **[New Job Title]**. Previously, your position was titled [Old Job Title].

In conjunction with this reclassification and title change, your compensation has been adjusted. Your new annual base salary will be **$[Amount]**, paid in accordance with the company's standard payroll schedule. This represents a [Percentage]% increase from your previous salary.

Your reporting line will [remain the same / change to Name of Supervisor]. All other terms and conditions of your employment remain unchanged.

We want to thank you for your continued dedication and hard work. We are confident that you will continue to be a vital asset to [Company Name] in this new capacity.

Please sign and return a copy of this letter to [Department/Name] by [Date] to acknowledge your acceptance of these changes.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Acknowledgment:

I accept the title change and salary adjustment as outlined above.

Signature: _____ Date: _____