

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notification of Reclassification and Salary Adjustment**

Dear [Employee Name],

We are pleased to inform you that, following a review of your current role and responsibilities, your position has been reclassified. This change is reflective of your increased contributions and the evolving needs of the organization.

Effective [Effective Date], your position will change from **[Old Job Title]** to **[New Job Title]**. Your department will remain **[Department Name]**, and you will continue to report to **[Manager Name]**.

In conjunction with this reclassification, your annual base salary will be adjusted from **\$(Old Salary)** to **\$(New Salary)**. This represents a **[Percentage]%** increase. You will receive this adjusted amount starting with the pay period ending **[Pay Period Date]**.

All other terms and conditions of your employment remain unchanged. Please review the attached updated job description which outlines the primary duties of your new classification.

We appreciate your hard work and dedication to [Company Name]. Congratulations on your new role.

Sincerely,

[Signature]  
[Name of Sender]  
[Title of Sender]

**Employee Acknowledgment:**

I accept the terms of this reclassification and salary adjustment.

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[Employee Signature]

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[Date]