

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Change in Position

Dear [Employee Name],

This letter serves as formal confirmation of the decision to change your current employment status within [Company Name]. Effective [Effective Date], your position will change from [Current Job Title] to [New Job Title].

This decision follows our recent meeting on [Date of Meeting] regarding [Reason: Performance Issues / Restructuring / Disciplinary Action].

As a result of this transition, the following changes to your terms of employment will apply:

- **New Reporting Supervisor:** [Name of New Manager]
- **New Salary/Wage:** [New Amount] per [Hour/Year]
- **New Work Location:** [Location/Department]
- **Updated Job Duties:** As outlined in the attached job description.

All other company policies and benefits will remain in effect unless otherwise stated in your updated employment agreement. Please sign the attached copy of this letter and the new job description to acknowledge your acceptance of these terms.

If you have any questions regarding this transition, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the terms of my new position.

Signature: _____ Date: _____