

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/Human Resources]

Subject: Notification of Change in Position

Dear [Employee Name],

This letter is to formally notify you of a change regarding your employment status with [Company Name] following your recent performance evaluation conducted on [Date].

As discussed during our meeting, the results of this evaluation indicate that the requirements of your current role as [Current Job Title] are not being met at the expected standard. Specifically, the evaluation highlighted challenges in [mention 1-2 key areas, e.g., leadership metrics, technical output, or sales targets].

Effective [Effective Date], you will be transitioned to the position of [New Job Title]. In this role, your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

As a result of this change, your compensation will be adjusted to [New Salary/Hourly Rate] per [Period]. Your new direct supervisor will be [Supervisor Name].

We believe this transition will allow you to focus on your core strengths and contribute more effectively to the team. We are committed to supporting you during this transition. You will meet with [Name] on [Date] to review your updated job description and performance goals for the upcoming quarter.

Please sign and return a copy of this letter to acknowledge that you have received and understood the terms of this transition.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the changes to my position and compensation.

Signature: _____ Date: _____