

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Notification of Strategic Role Expansion

Dear [Employee Name],

Following our recent discussions regarding the evolving goals of the [Department Name] department, I am pleased to formally notify you of a strategic expansion of your current role, effective [Date].

Due to your demonstrated expertise and contributions, your responsibilities will now include the following key areas:

- [New Responsibility 1]
- [New Responsibility 2]
- [New Responsibility 3]

This expansion is designed to align your professional growth with our long-term objectives of [mention specific goal, e.g., market expansion or operational efficiency]. To reflect these new duties, your title will change to [New Job Title].

[Optional: Mention compensation or benefit changes here, e.g., In recognition of this increased scope, your base salary will be adjusted to [Amount], effective [Date].]

We will schedule a meeting on [Date/Time] to review your updated performance metrics and discuss any support or resources you may need during this transition.

Thank you for your continued dedication and leadership. We look forward to the impact you will make in this expanded capacity.

Sincerely,

[Manager Name]

[Title]

[Company Name]