

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

I am pleased to formally recognize your outstanding performance and contributions to [Company Name] over the past [Time Period]. Your dedication to [mention a specific project or achievement] has been instrumental to our team's success.

In recognition of your hard work, increased responsibilities, and professional growth, we are pleased to announce a change in your corporate title. Effective [Date], your new title will be **[New Job Title]**.

While your core reporting structure remains the same, this new title more accurately reflects the leadership and expertise you bring to the organization. [Optional: Mention any changes to compensation or benefits here].

We appreciate your continued commitment to excellence and look forward to your future achievements in this new capacity. Congratulations on this well-deserved recognition.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

cc: [Human Resources/Personnel File]