

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Employment Status Transition

Dear [Employee Name],

This letter serves as formal notification regarding a change in your employment status with [Company Name].

Effective [**Effective Date**], your status will transition from [**Current Status, e.g., Full-Time**] to [**New Status, e.g., Part-Time/Contractor**].

Please note the following adjustments associated with this transition:

- **Position Title:** [Title]
- **Reporting Manager:** [Manager Name]
- **Compensation:** [New Salary/Hourly Rate]
- **Work Schedule:** [New Hours/Days]

Regarding your benefits, [Briefly mention impact on health insurance, PTO, or 401k]. You will receive a separate document from the HR department detailing these specific changes and any necessary actions you must take.

All other terms and conditions of your employment agreement not addressed in this letter remain in effect. Please sign and return a copy of this letter to acknowledge your receipt and understanding of this transition.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

[Employee Signature] [Date]