

[Date]

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

Subject: Update to Job Title and Responsibilities

Dear [Employee Name],

We are writing to formally notify you of a change in your position at [Company Name]. Effective [Effective Date], your job title will change from [Old Job Title] to **[New Job Title]**.

This change reflects your evolving role within the organization and your increased contributions to the team. Along with this new title, your primary duties and responsibilities have been updated as follows:

- [New Duty 1]
- [New Duty 2]
- [New Duty 3]
- [New Duty 4]

Please note that your compensation, benefits, and reporting structure [will remain the same / will change as follows: Insert Details].

We appreciate your continued hard work and dedication to [Company Name]. Please sign below to acknowledge your receipt of this update and return a copy to the HR department.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the updated job title and duties as described above.

[Employee Signature]

Date: _____