

[Company Name]
[Department]
[Date]

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

Subject: Notification of Role Reclassification and Promotion

Dear [Employee Name],

We are pleased to inform you that following a recent review of your position and your continued contributions to the team, your role has been officially reclassified.

Effective [Effective Date], your position will change from **[Old Job Title]** to **[New Job Title]**. This reclassification recognizes the increased responsibilities, technical requirements, and leadership you have demonstrated in your daily work.

With this promotion, your compensation and benefits will be adjusted as follows:

- **New Annual Salary:** [Amount]
- **Reporting To:** [Manager Name]
- **Exempt/Non-Exempt Status:** [Status]

Your core duties will now include [Briefly list key new responsibilities]. All other terms and conditions of your employment contract remain in effect.

Congratulations on this well-deserved advancement. We value your dedication and look forward to your continued success within [Company Name].

Please sign and return a copy of this letter to Human Resources by [Date] to acknowledge your acceptance of these changes.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment:

I accept the role reclassification and the terms outlined above.

Signature: _____ Date: _____