

(insert company letterhead/ logo)

COMPANY NAME
COMPANY OWNER/ROLE
COMPANY ADDRESS

DATE

NAME OF CANDIDATE
CANDIDATE ADDRESS

Dear (first name of candidate),

As part of (COMPANY NAME) initiative to standard job titles across departments, we have revised your job title. Effective (DATE), your new job title will be (NEW JOB TITLE). (ATTACH JOB DESCRIPTION IF ANY CHANGES).

(*ONLY ADD IF CHANGING THE WORK SCHEDULE*) Your revised work schedule will be (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

(*ONLY ADD IF RETAINING THE WORK SCHEDULE*) You will retain your current work schedule, which is (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

(DISCUSS PAY CHANGE, IF ANY)

(ADD AT-WILL STATEMENT)

All other terms and conditions of your employment with (COMPANY) remain the same.

If you have any questions, please contact me as soon as possible at (PHONE or EMAIL).

Sincerely,

COMPANY OWNER NAME, POSITION
<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>