

(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).

(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>