

[Date]

[Employee Name]

[Employee Title]

[Department]

[Company/Organization Name]

Subject: Position Reclassification Salary Adjustment Letter

Dear [Employee Name],

We are pleased to inform you that your position has been reclassified from **[Current Position Title]** to **[New Position Title]**, effective [Effective Date].

In recognition of your reclassification, your annual base salary will be adjusted from **[Current Salary]** to **[New Salary]**, beginning on [Effective Date]. All other terms and conditions of your employment remain unchanged.

We appreciate your dedication and contributions to [Company/Organization Name]. If you have any questions regarding this adjustment, please feel free to contact [HR Contact Name] at [HR Contact Information].

Congratulations on your new role.

Sincerely,

[Supervisor/Manager Name]

[Title]

[Department]

[Company/Organization Name]