

[Date]

[Employee Name]
[Employee Position]
[Department]
[Company Name]

Subject: Role Change and Compensation Update

Dear [Employee Name],

We value your contributions and dedication to [Company Name]. We are pleased to inform you that, effective [Effective Date], your role will change from [Current Position] to [New Position].

In recognition of your new responsibilities, your compensation will be updated as follows:

- **New Position:** [New Position]
- **New Base Salary:** [New Salary Amount] per [year/month]
- **Other Benefits (if applicable):** [List of Benefits]

Please note that all other terms and conditions of your employment remain unchanged.

We appreciate your continued commitment and look forward to your success in your new role. If you have any questions, please feel free to reach out.

Congratulations!

Sincerely,

[Your Name]
[Your Position]
[Company Name]

[Signature if needed]