**DESIGNATION CHANGE LETTER**

***DD/MM/ YYYY***

***First and Last Name***

***Employee ID***

***Current Designation***

***Location***

Dear ***(Employee Name),***

We are pleased to inform you that your designation is changed from \_\_\_\_\_\_\_\_\_\_ ***(current designation)*** to \_\_\_\_\_\_\_\_\_\_\_ ***(Revised/ changed designation)***, w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(effective date)*** on continuation to your services with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Company Name)***.

Your Reporting Manager will be \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(designation)***.

All the terms and conditions of your employment remains unchanged.

***Name and Signature of Authorized Signatory***

***Designation***

***Organization seal***