***DD/MM/ YYYY***

***First and Last Name  
Employee ID***

***Current Designation***

***Location***

**Sub- Job rotation Letter**

Dear ***(employee Name)***,

As per our discussion we are pleased to inform you that w.e.f. \_\_\_\_\_\_\_\_\_\_ ***(effective date)*** your new designation will be \_\_\_\_\_\_\_\_\_\_\_ ***(revised/ new designation)*.**

We are confident that in your new role you would be more contributing and keeping in view your multi skilling ability and work efficiency for the same, this job rotation will give a new direction to your career growth.

All the other terms and conditions as per your appointment letter remain unchanged.

Your job responsibilities will be mutually discussed and defined by your Reporting Manager in detail. You will be reporting to the \_\_\_\_\_\_\_\_\_\_\_ ***(designation)***.

Wishing you all the best in your new role.

Sincerely,

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

***Designation***

***Organization seal***

***Name and Address of the Organization***