

<<<<Date>>>>>

<<<<<**Receivers Name**>>>>>

<<<<<Receivers Address>>>>>

Dear <<Receivers Name>> ,

**Re - Designation**

We are pleased to inform you that the company has decided to re - designate you to the position of <<< **Designation**>>> in <<<Company Name>>>, with effect from <<<Effective Date>>>>.

We believe that this decision will serve you to work as a member of staff of <<<Company Name>>>, for the development of this company.

We take this opportunity to recognize and appreciate your contribution to <<<Company Name>>> and look forward to a long and mutually beneficial career with us.

Wishing you good luck!

Yours Sincerely,

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<<<<Name of the HR Manager>>>>>  
HR Manager