**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Certificate of Change in Designation

Consequent to the decision taken by our HR Team and Management in its meeting held on **#meeting date#** and subsequent to our discussion with you about the same, we’re revising your designation to **#new designation#** with effect from **#new designation start date#**.

All the other terms and conditions of your employment will remain the same.

Congratulations on the new position! We are confident you will make best use of this change offered to you and contribute substantially to the success of our organisation as you have done in the past to fully justify the confidence we have placed in you.

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_