Date: ------------------

To

[The Recipient Name]  
[Designation]  
[Company Name]

**Subject:** subject of the letter

Dear (name of the employee),

As you know that our company has started to operate on the international level also after having succeeded in domestic operations, we are thinking to focus on the international operation of the company. We have chosen you as a person who will oversee all the international sales of the company.

We have closely seen you working and come down to the conclusion that you are the best individual for this job. In the past, you have put serious efforts in boosting the sales of the company at the domestic level. So, we have decided to delegate some additional responsibilities to you.

A meeting was convened with all the stakeholders on 15th July, and it has been decided that all the responsibilities that you have been fulfilling earlier will be given to Mr. ABC and you will be given the responsibility to deal with international clients and sales.

I hope that you will work with your full potential in the best interest of the company. You will soon receive your job description and responsibilities in the written form. Feel free to contact me in case of any queries.

Regards,

Your name  
Company name  
Position in the company