**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Additional responsibility designated to [X] for [ABC]**

Dear Miss Lisa,

Please find this memorandum as a formal office notification with an official order of assigning additional job duties to you. As you are already working as a customer representative for our company, now you will also handle our three social media channels in order to coordinate with our digital customers. This will help the company grow.

Our company is expanding its services and size and therefore, we have decided to use social media for marketing purposes. After thorough research, we have come to know that our customers and clients want to see us digitally present.

We have decided to ask you to take on additional responsibilities because you are a very responsive person and we believe that you can easily handle these new job roles. In addition, you also have experience now of dealing with customers which, we believe that you are the most suitable person for this job.

We are going to give you a 10% raise in your salary so that you can showcase your changing job roles. We would also love to appreciate you through an increment in your salary.

We are very excited to see you perform these job tasks that are added to your job responsibilities. Thank you so much for your coordination.

Yours sincerely.

Name of the sender  
Sender’s designation in the company  
Name of the company