**To**

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

**Subject: Letter for additional responsibility for [XYZ]**

Dear Miss Lisa,

This letter is being written to inform you that the company has decided to bring some changes to your job responsibilities. As per the decision, you will be fulfilling some additional responsibilities for a period of 2 months. This decision will be effective from 1st October 202X.

The company has taken this decision after there has been a shortage of workforce in the company. The position of manager is very crucial and we cannot afford to hire a new candidate for this position. Considering your exceptional performance in the office, we have decided to assign you some extra job responsibilities. You will be required to work 2 hours extra for the office. In addition, your salary will be 30% increased.

We hope that you will cooperate with us. Moreover, we assure you that you will not be burdened as this decision has been taken after considering lots of factors. If you have any questions regarding this order, we can organize a face-to-face meeting with you. Thank you so much for your support.

Yours sincerely.

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