

Position Responsibility Realignment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you of a realignment of responsibilities within your position, effective [Insert Effective Date]. This adjustment is part of our ongoing efforts to enhance productivity and streamline operations within our team.

Below are the changes to your responsibilities:

- [New Responsibility 1]
- [New Responsibility 2]
- [New Responsibility 3]

Your previous responsibilities that are no longer applicable include:

- [Old Responsibility 1]
- [Old Responsibility 2]

We appreciate your flexibility and adaptability during this transition. If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out.

Thank you for your continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Your Department]