

Position Realignment Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Position Realignment Notification

Dear [Employee's Name],

We are writing to inform you about an important change regarding your position within [Company Name]. After careful consideration and evaluation of our organizational structure, we have decided to realign your position effective [Effective Date].

Your new role will be [New Position Title], and your primary responsibilities will include [Brief description of duties and responsibilities]. This change is aimed at enhancing our operational efficiency and supporting our strategic goals.

Please note that your salary and benefits will remain unchanged during this transition. We believe that this new alignment will provide you with opportunities for professional growth and contribute significantly to our company's success.

Should you have any questions or need further clarification, feel free to reach out to your manager or the HR department.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]