

Team Reassignment Notification

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. We want to inform you that, effective [Effective Date], you will be reassigned to a new team within [Company/Department Name]. This decision has been made to better align our resources and projects with our strategic goals.

Your new team will be [New Team Name], and you will be reporting to [New Supervisor's Name]. We believe this change will provide you with new opportunities for growth and development.

Please feel free to reach out to your current supervisor or HR if you have any questions or need further information regarding this transition.

Thank you for your continued hard work and dedication to [Company Name]. We look forward to seeing you excel in your new role.

Sincerely,
[Your Name]
[Your Title]
[Company Name]